

DODGE COUNTY EXECUTIVE COMMITTEE

January 4, 2016, 8:30 A.M.

FOURTH FLOOR – ROOM 4C

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Johnson, Kottke, Maly, Marsik, and Miller.

Member absent: None.

Others present: County Administrator Jim Mielke; County Clerk Karen Gibson; Corporation Counsel John Corey; Deputy County Clerk Christine Kjornes; Emergency Management Director Amy Nehls; Emergency Management Deputy Director Joe Meagher; Human Resource Director Sarah Eske; Finance Director Julie Kolp; Highway Commissioner Brian Field; State Assembly District 39 Representative Mark Born; County Board Supervisor Dennis Schmidt; and Daily Citizen Reporter Terri Pederson.

Motion by Maly, seconded by Miller to approve the December 7, 2015, minutes as presented. Motion carried by a vote of 6 yes and 1 abstention (Marsik).

State Assembly District 39 Representative Mark Born appeared before the Committee to discuss 2015 Assembly Bill 210. Representative Born stated that he supports the concept of 2015 Assembly Bill 210 that will offer electors the opportunity to vote by referendum, to allow the county to impose an additional sales and use tax at the rate of no more than 0.5 percent of the sales price of tangible personal property, goods, and services sold or used in the county, to be used solely for maintenance of streets and highways. Representative Born stated that there will need to be a collaborative effort by and between the Wisconsin Department of Transportation and the Wisconsin Department of Revenue to determine how funds will be distributed.

Administrator Mielke asked Representative Born to discuss the timeline of the 2016 sessions of the State Assembly. Representative Born stated that sessions are presently scheduled for the first and second weeks of April, and any sessions after that, would be a special session because it is an election year, but these session times are subject to change. Supervisor Frohling stated that he is concerned that if an individual County opts for a referendum, economic development in that county might be adversely affected, and suggested that the state should have a statewide referendum on the additional 0.5 percent sales and use tax. Representative Born provided Mr. Mielke with a document highlighting the amendment to the original Assembly Bill 210.

Motion by Johnson, seconded by Maly to authorize out-of-state travel for Highway Commissioner Brian Field and one member of the Dodge County Highway Committee, to attend the annual Transportation Development Authority Legislative Fly-In in Washington, D.C., on April 6-7, 2016. Motion carried. Mr. Field reported that this is a great opportunity to meet with congressional representatives to discuss the need for transportation aids.

County Clerk Karen Gibson reviewed agenda items for the Wednesday, February 17, 2016, County Board meeting. Ms. Gibson reported that she has received draft Resolutions from the Information Technology Committee, and the Emergency Management Department. Ms. Gibson further reported that she anticipates Resolutions from the Executive Committee regarding the County Board Chairman's Salary, the Human Resources and Labor Negotiations Committee

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regarding the salaries of the County Clerk, County Treasurer, and Register of Deeds, the Finance Committee regarding department budget adjustments, and the confirmation of an appointment to the Board of Adjustment Committee.

Ms. Gibson provided an oral report to the Committee regarding the Wisconsin Counties Association Educational Seminar on the County Board Organizational meeting. Ms. Gibson reported that the Wisconsin Counties Association Educational Seminar on the County Board Organizational meeting is scheduled for January 25, 2016, at the Holiday Inn Convention Center in Stevens Point, Wisconsin. Mr. Kottke stated that Corporation Counsel John Corey and Ms. Gibson should attend. Ms. Gibson reported that the registration fee is \$65.00 per person. Motion by Frohling, seconded by Marsik to allow two individuals to attend the Wisconsin Counties Association Educational Seminar on the County Board Organizational meeting to be held on January 25, 2016, in Stevens Point, Wisconsin. Motion carried.

There was consideration and discussion about the Wisconsin Counties Association Legislative Exchange scheduled for February 2-3, 2016, at the Concourse Hotel in Madison, Wisconsin. Ms. Gibson reported that the registration fee is \$150.00 per person. Supervisor Frohling stated that he would like to attend. Motion by Marsik, seconded by Miller to allow two individuals to attend the Wisconsin Counties Association Legislative Exchange to be held on February 2-3, 2016, in Madison, Wisconsin. Motion carried.

Administrator Mielke provided a brief oral update on county projects. Mr. Mielke reported that lighting is being replaced today in the Administration Building parking lot.

Mr. Mielke provided an oral report to the Committee regarding an incident that occurred on December 9, 2015, that involved a Dodge County Highway end loader and a motor vehicle owned by a private party. Mr. Mielke reported that he has not received an estimate of repairs for the privately owned motor vehicle, but he is recommending that the claim arising from this incident be paid.

Mr. Mielke reported that an item for the agenda of the February meeting of the Executive Committee will be a review of a claim regarding a drainage concern.

Mr. Mielke stated that he will not register for the Wisconsin Counties Association Legislative Exchange that is scheduled for February 2-3, 2016, in Madison, Wisconsin, but he will attend a working lunch meeting for County Executives and Administrators, on February 3, 2016.

Corporation Counsel John Corey provided an oral update to the Committee regarding a proposed Resolution to create a new county board rule, specifically Rule No. 41, to require that the Dodge County Administrator and the Dodge County Corporation Counsel review all proposed contracts for services in which Dodge County is a vendee and to negotiate the terms and conditions of those contracts. Mr. Corey reported that he is in the process of reviewing a maintenance contract for the air cooled glycol chiller unit that was installed in the Henry Dodge Office Building, a contract from Johnson Controls, for the inspection and maintenance of HVAC controls, a

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contract from Tyler Technologies, Inc., for the purchase of a new enterprise resource planning systems, consisting of computer software, maintenance services, and support services, and a contract from Cisco Systems for the purchase of telephone system support services, maintenance services, and computer software. Mr. Corey further reported that he is in the process of reviewing and revising an agreement that he received from the Detective Division of the Sheriff's Office, regarding child abduction, and he was contacted by Sheriff Dale Schmidt regarding the Crime Prevention Funding Board.

Mr. Corey provided an oral update to the Committee regarding a potential agreement by and between the City of Beaver Dam and Dodge County, wherein the City of Beaver Dam will make an offer to purchase Lots 3, 4, 5, 7, and 8 of the Plat of Monarch Development, in the City of Beaver Dam, for \$1.00. Mr. Corey further reported that he contacted the City of Beaver Dam Attorney MaryAnn Schacht last week, and Ms. Schacht informed him that the City of Beaver Dam has received the offer to purchase, the binding acceptance date is in July of 2016, and there is a provision in the offer to purchase that in the event that the buyer expends money for investigation of the environmental condition of the property, and a sale of the property does not occur, then, the City of Beaver Dam will reimburse the buyer for the money the buyer expended for investigation of the environmental condition of the property.

Emergency Management Director Amy Nehls provided an oral update to the Committee on the Simulcast project. Ms. Nehls reported that due to the denial of the Assistance to Firefighters Grant, there is now a lack of funding to pay for a Simulcast upgrade for DOFIRE1. Ms. Nehls further reported that, based on an opinion by Corporation Counsel John Corey, Dodge County is not required to seek bids for the Simulcast upgrade, and a written proposal was received from Communications Services Wisconsin LLC, to undertake and complete a Simulcast upgrade for DOFIRE1, at a total cost of \$187,000, and she is working with Mr. Corey to draft a Resolution for the Simulcast upgrade. Ms. Nehls further reported that an issue has been discovered with the IFERN channel that is used by fire departments for MABAS (Mutual Aid Box Alarm System) calls, and the cost to repair the IFERN channel will need to be included with the upgrade for DOFIRE1. Ms. Nehls reported she does not know the cost to repair the IFERN channel at this time, therefore, she will provide further information to the Executive Committee at its February meeting.

Ms. Nehls provided an oral update to the Committee regarding the Dodge County Hazmat Team. Ms. Nehls reported that an estimated amount of approximately \$5,000 will be needed in order to fund the 30 Hazmat Team Member employees, but additional funding may be needed for Kronos licensing. Human Resources Director Sarah Eske reported that due to Internal Revenue Service (IRS) requirements, it was determined that it will be necessary to classify members of the Hazmat Team as Dodge County employees, rather than as independent contractors. Ms. Nehls further reported that job descriptions have been created for the 30 new, non-benefited, occasional part-time, miscellaneous, positions of Hazardous Materials Responder, and the Resolution to create the new 30 positions of Hazardous Materials Responder will be presented to the Human Resources and Labor Negotiations Committee meeting that is scheduled for January 7, 2016, for its consideration, and the Human Resources and Labor Negotiations Committee will then

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forward the Resolution to the County Board for its consideration at its February 17, 2016, meeting. Ms. Nehls further reported that on January 28, 2016, she and Ms. Eske will meet with the Hazmat Team members. Ms. Nehls further reported that a Hazmat refresher training session will be held on February 20, 2016. Mr. Mielke stated that a memo should be included with the February 17, 2016 County Board meeting materials that will provide background information about the Hazmat Team employment. Mr. Corey asked if a contingency appropriation will be required in the estimated amount of approximately \$5,000, for the funding of the Hazmat Team. Ms. Nehls answered that a contingency appropriation will be required because there is an insufficiency of funds in the Hazmat budget business unit in the 2016 Budget for the Emergency Management Department.

Ms. Nehls provided a brief oral report to the Committee regarding the Continuity of Operations Plan tabletop exercise that was held on December 16, 2015. Ms. Nehls reported that the exercise involved department heads, and the tabletop exercise provided good discussions on the activation of the Continuity of Operations Plan in the event of an emergency.

Emergency Management Deputy Director Joe Meagher provided an oral report to the Committee regarding Code Red. Mr. Meagher reported that Code Red is an emergency notification system that, in the past, was funded entirely by Public Health, but, due to the depletion of funding for Public Health, funding for Code Red is currently cost shared between Emergency Management, the Sheriff's Office, and Public Health. Mr. Meagher reported that he was encouraged by Public Health Officer Jody Langfeldt to reach out to local businesses for future cost savings, and he has recently been contacted by a representative from John Deere and has had discussions on the cost sharing benefits. Mr. Meagher further reported that he is working with Mr. Corey on a Memorandum of Understanding. Ms. Nehls reported that that cost for John Deere to implement Code Red will be \$5,000, that John Deere will be responsible for entering its own data, and that John Deere will contact Code Red to purchase extra minutes if they are needed.

Mr. Mielke provided a brief oral update to the Committee regarding the purchase of consulting services from Government Finance Officers Association (GFOA) for the Enterprise Resource Planning (ERP) system. Mr. Mielke reported that he will be attending a meeting tomorrow with a representative from GFOA, Finance Director Julie Kolp, County Board Supervisor Donna Maly, County Board Supervisor Dave Frohling, and Information Technology Director Ruth Otto to discuss the proposed terms of the contract with GFOA.

Mr. Mielke provided a brief oral update to the Committee regarding proposed changes to the Mid-Wisconsin Federated Library System. Mr. Mielke reported that there are no specific updates at this time, and the Mid-Wisconsin Federated Library System Board will meet on January 26, 2016, to discuss the interest of Arrowhead Library System and Eastern Shores Library System in pursuing merger negotiations.

Mr. Kottke provided a brief oral update to the Committee regarding the Dodge County Municipal Shared Tax Concept. Mr. Kottke reported that he, Mr. Mielke, and County Board Supervisor Donna Maly will attend a meeting of the Dodge County City Leaders' Consortium

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today in Beaver Dam, to discuss a proposed Resolution drafted by the Leaders Consortium supporting collaboration between the Leaders Consortium and Dodge County.

Supervisor Marsik reported that he received correspondence regarding the water rescue and recovery responsibilities of the Dodge County Sheriff's Office. Mr. Corey reported that he has studied Section 59.27(11), of the *Wisconsin Statutes*, regarding the duty of the Sheriff to conduct operations within the county and, when the board so provides, in waters of which the county has jurisdiction under s.2.04 for the rescue of human beings and for the recovery of human bodies, and he will discuss this statutory section in more detail with the Executive Committee at its February meeting.

The Committee preliminary reviewed the County Board Rules of Order. Mr. Corey recommended a clarification of County Board Rule No. 37, regarding requests for newly created positions. Mr. Kottke reported that changes to the County Board Rules of Order, if any, will be presented to the County Board at its April meeting. Supervisor Berres inquired about the requirement, set forth in the paragraph pertaining to the Finance Committee that requires that a County Board Supervisor, who is a farmer, be a member of the Finance Committee. It was the consensus of the Committee to authorize and direct Mr. Corey to determine whether or not this particular requirement is required by statute or other law. Mr. Mielke reported that he was contacted by Sheriff Schmidt regarding County Board Rule No. 30, and that Mr. Mielke encouraged Sheriff Schmidt to include County Board Rule No. 30 as an item on the agenda for the next meeting of the Law Enforcement Committee.

Mr. Kottke reported that an item for the agenda of the February 2016 meeting of the Executive Committee will be the preliminary review of County Board Rules.

The closed session agenda item was postponed to the February 2016 Executive Committee meeting.

Meeting adjourned at 9:57 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Monday, February 1, 2016 at 8:30 a.m.**

David Frohling, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

RESOLUTION NO.: 117—2015-16

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

JAN 13 2016

DODGE COUNTY, WIS.

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

Under current law, there is a discrepancy in how marriage licenses and domestic partnership licenses are administered. Legislation has been proposed that will make changes so that both licenses can be issued following the same guidelines and fees. The proposal also addresses information that is statutorily required to be distributed with any marriage license application. The current pamphlet has not been updated in many years and does not contain newer issues of concern.

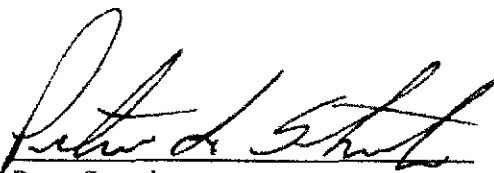
NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.


BE IT RESOLVED, that the Outagamie County Board of Supervisors does support proposed legislation to make the guidelines and fees for issuing a marriage license and a domestic partnership license the same and allows updates to information that is statutorily required to be distributed with any marriage license application as well as the way the information can be distributed, and

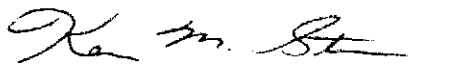
BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to all Wisconsin counties, and the Outagamie County Lobbyist for distribution to the Legislature and Governor.


Dated this 9th day of December, 2015

Respectfully Submitted,
FINANCE COMMITTEE


Peter Stueck


Kathy Groat


Kevin Sturn


Norman Austin

RESOLUTION NO.: 118—2015-16

RECEIVED
IN THE OFFICE OF
COUNTY CLERK
JAN 13 2016
DODGE COUNTY, WIS.

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

Legislation has been proposed which will compromise child welfare best practice. The most significant issue with the proposals is law enforcement involvement in all child welfare cases. The proposed legislation is in sharp contrast to evidence-based practice and creates issues with jurisdiction and confidentiality. The proposals could negatively impact alternative responses such as community and other voluntary services. Additionally, it does not take into consideration the philosophical differences between law enforcement and child welfare agencies.

NOW THEREFORE, the undersigned members of the Health and Human Services Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does oppose proposed legislation relating to the referral of cases of suspected or threatened child abuse or neglect to the sheriff or police department, coordination of the investigation of those cases and referral of those cases to the district attorney for criminal prosecution, and

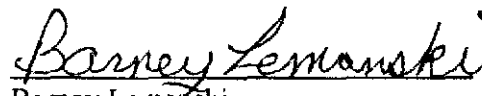
BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Health and Human Services Director, the Outagamie County Executive, all Wisconsin counties, and the Outagamie County Lobbyist who will distribute to the Legislature and Governor.

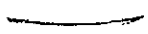
Dated this 8th day of December 2015

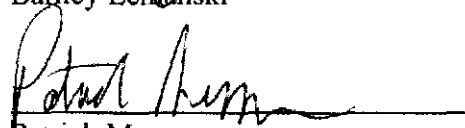
Respectfully Submitted,

HEALTH & HUMAN SERVICES COMMITTEE


Jerry Iverson


Barney Lemanski


Kevin Behnke


Patrick Meyer

JAN 15 2016

December 15, 2015

RESOLUTION NO. 2015-94

RESOLUTION BY THE GOVERNMENT SERVICES COMMITTEE OPPOSING ANY
LEGISLATION EXPANDING THE SUBPOENA PROCESS

To the Honorable Members of the Racine County Board of Supervisors:

BE IT RESOLVED by the Racine County Board of Supervisors that Racine County hereby opposes any legislation expanding the subpoena process, and

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the Racine County Clerk be directed to forward a copy of this resolution to all Wisconsin Counties, the Racine County Executive, and the Racine County Lobbyist for distribution to the Legislature and Governor.

Respectfully submitted,

1st Reading 12-15-152nd Reading 1-12-16

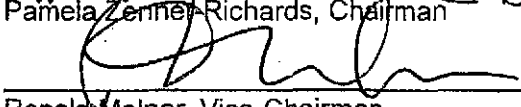


BOARD ACTION

Adopted yes
For _____
Against _____
Absent _____

VOTE REQUIRED: Majority

Prepared by:
Corporation Counsel

Government Services Committee


Pamela Zenner-Richards, Chairman
Ronald Molnar, Vice-Chairman
John A. Wisch, Secretary
Kiana Harden Johnson
Thomas Roanhouse
Robert Grove
Janet Bernberg

1 Resolution No. 2015-94

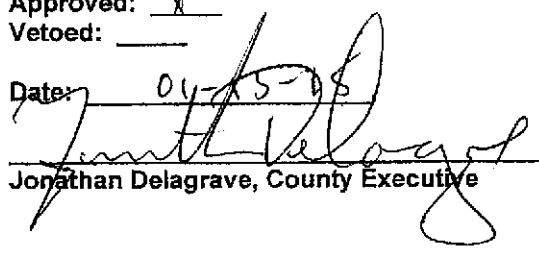
2 Page Two

3
4
5 The foregoing legislation adopted by the County Board of Supervisors of
6 Racine County, Wisconsin, is hereby:

7 Approved: X

8 Vetoed: _____

9
10 Date: 04-15-15

11 
12 _____
13 Jonathan Delagrave, County Executive
14
15
16
17

18 **INFORMATION ONLY**

19
20 **WHEREAS**, assembly bill 90 reorganizes each chapter of the criminal code
21 procedure;

22
23 **WHEREAS**, the attorney general has expressed concern regarding the expedited
24 discovery provisions that remain in the bill; the lack of adoption technology innovations
25 such as electronic signatures, electronic filing and electronic discovery, and changes to
26 the subpoena process that expand the ability to obtain private documents from crime
27 victims and third parties which could include victim service agencies; and

28
29 **WHEREAS**, the expansion of the subpoena process could subject victims to
30 uncontrolled access into their private records, such as treatment and health care records.
31 The burden would be on the victim or other third parties to take legal action to protect
32 their privacy.

SUPERVISOR'S INVESTIGATION REPORT

ACCIDENT/INCIDENT - PROPERTY DAMAGE/LOSS

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known specifically.
It is your responsibility to find them and name them and to state the remedy for them in this report.

Department : Dodge County Highway Commission

Report Date: 1/13/16

Date of Accident/Incident : 1/12/16

(if applicable: DIGGER's HOTLINE contacted: ☐ YES ☐ NO)

: DIGGER's HOTLINE #:

Time of Accident/Incident : 5:40 am/pm

ESTIMATE

REPAIR COST: \$ TBD

Location of Accident/Incident : Hay 49 in Rousesville

County Vehicle #/Description : #27 Mack

Job No: 321-01-11 (071)

Driver Name : Mike Chapman

Close date:

NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE None injured - No Damage

to truck #27. #27 wing struck power pole in Rousesville north side of
Hay 49. Power pole was replaced on 1-12-16 by the power company (WE energy)

DESCRIPTION OF ACCIDENT(state in detail what occurred just before and at the time of the accident) Squad was

behind me with lights on I turned in to the right
side of road and hit the passenger side wing
into a power pole.

UNSAFE CONDITION(describe unsafe conditions such as faulty brakes, lights, etc, contributing to the accident) winter

Road conditions

UNSAFE ACT(describe the unsafe action of driver as turning from wrong lane, speeding, failing to signal, etc) Mike left the

scene without notification.

REMEDY(as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident) Stay at the scene

until cleared to leave the scene.

Mike Chapman 1-13-16
Employee Signature Date

[Signature] 1-13-16
Supervisor Signature Date

[Signature] 1-14-2016
Commissioner Signature Date

c: employee file
Human Resources file

POLICE # 2016-30

ACCIDENT # 2016-30

<input checked="" type="checkbox"/> Reportable Accident		<input type="checkbox"/> On Emergency		<input type="checkbox"/> Amended		DOT Document Number GCKH72Z		Document Override Number	
Agency Accident Number 2016-30				Police Number 2016-30					
4 - Accident Date 01/12/2016		5 - Time of Accident (Military Time) 1745		6 - Total Units 01		7 - Total Injured 00		8 - Total Killed 00	
2 - County DODGE - 14		3 - Municipality BROWNSVILLE - 67, VILLAGE				11 - Accident Location NON-INTERSECTION			
14 - On Hwy No. 049		14 - On Street Name MAIN ST		14 - Bus/Fm/Rmp		15 - Est. Distance 349 FT		15 - Hwy. Dir EAST	
16 - Fr/At Hwy No.		16 - From/At Street Name OAKDALE DR		16 - Business/Frontage/Ramp					
17 - Structure Type HOUSE #		17 - Structure Number 342		12 - Latitude 43.616417		13 - Longitude -88.483885			
80 - First Harmful Event UTILITY POLE				93 - Manner of Collision NO COLLISION WITH MOTOR VEHICLE IN TRANSPORT					
112 - Access Control NO CONTROL		113 - Road Curvature STRAIGHT		113 - Road Terrain LEVEL/FLAT		Surface Type BLACKTOP, BITUMINOUS, OR ASPHALT - 2			
115 - Traffic Way NOT-PHYSICALLY-DIVIDED-(2-WAY TRAFFIC)									
117 - Relation To Roadway OUTSIDE-SHOULDER-RIGHT									
114 - Light Condition DARK-LIGHTED		116 - Road Surface Condition DRY		118 - Weather CLEAR					
<input type="checkbox"/> Hit and Run		<input type="checkbox"/> Government Property		<input type="checkbox"/> Fire		<input checked="" type="checkbox"/> Photos Taken		<input type="checkbox"/> Trailer or Towed	
<input checked="" type="checkbox"/> Truck, Bus, or Hazardous Materials		<input type="checkbox"/> Load Spillage		<input type="checkbox"/> Construction Zone		<input type="checkbox"/> Names Exchanged			
101 <input type="checkbox"/> Supplemental Reports		102 <input checked="" type="checkbox"/> Witness Statements		103 <input type="checkbox"/> Measurements Taken		79 - E M S Number			

Operator/Pedestrian

Unit Status		81 - Most Harmful Event; Collision With UTILITY POLE		23 - Dir Of Travel WEST		24 - Speed Limit 30			
36 - Operating as Classified B CLASS		37 - Endorsements		35 <input checked="" type="checkbox"/> Operating Commercial Motor Vehicle					
29 - Driver's License Number C1555505541504		30 - State WI		31 - Expiration Year 2023		34 - On Duty Accident WINTER-HWY-MAINTENANCE			
25 - Operator/Pedestrian Last Name CHAPMAN		25 - First Name MICHAEL		25 - Middle Initial J		25 - Suffix			
32 - Date Of Birth 11/15/1955		33 - Sex MALE							
26 - Address Street & Number N9030 S BLUEMOUND RD						26 - PO Box			
27 - City MAYVILLE		27 - State WI		27 - Zip Code 53050		28 - Telephone Number (920) 960-1523 EXT.			
39 - Seat Position FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)				40 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED					
38 - Injury Severity N - NO APPARENT INJURY		41 - Airbag NOT APPLICABLE		42 - Ejected NOT-EJECTED		44 <input type="checkbox"/> Medical Transport			
43 - Trapped/Extricated NOT-TRAPPED		92 - Pedestrian Location		92 - Pedestrian Action					
119 - What Driver Was Doing SLOWING-OR-STOPPING		120 - Traffic Control NO-CONTROL		62 - No. of Citations Issued 0					
64 - 1st Statute No.		64 - 2nd Statute No.		64 - 3rd Statute No.		64 - 4th Statute No.		64 - 5th Statute No.	
122 - Driver Factors OTHER									
88 - Driver or Pedestrian Cond NOT OBSERVED		89 - Substance Presence UNKNOWN							
90 - Alcohol Test TEST NOT GIVEN		90 - Alcohol Content		91 - Drug Test TEST NOT GIVEN					

OPERATOR/PEDESTRIAN 01

91 - Drugs Reported
124 - Highway Factors NOT-APPLICABLE

Vehicle

VEHICLE 01	21 - Unit Type TRUCK		Vehicle Type SNOW-PLOW			22 - Total Occupants 1
	58 - License Plate Number 82575		57 - Plate Type MUN	58 - State WI	59 - Exp Year	55 - Vehicle Identification Number 1M2AX04C1CM012106
	50 - Year 2012	51 - Make MACK	52 - Model GRANITE	53 - Body Style TK - TRUCK	54 - Color ONG	100 - Skidmarks to Impact (Ft)
	94 - Vehicle Damage NONE					
	95 - Extent Of Damage NONE		96 <input type="checkbox"/> Vehicle Towed Due To Damage		97 - Vehicle Removed By OPERATOR	
	123 - Vehicle Factors NOT-APPLICABLE					

Vehicle Owner

VEH OWNER 01	45 <input type="checkbox"/> Vehicle Owner Same As Operator					
	46 - Vehicle Owner Last Name		46 - First Name		48 - Middle Initial	46 - Suffix
	46 - Company Name DODGE COUNTY					
	47 - Address Street & Number 127 EAST OAK STREET			47 - PO Box		
	48 - City JUNEAU		48 - State WI	48 - Zip Code 53039		49 - Telephone Number (920) 386-3652 EXT.

Insurance

INS 01	63 - Liability Insurance Company GOVERNMENT		60 <input checked="" type="checkbox"/> Policy Holder Same As Owner
	61 - Policy Holder Last Name		61 - Policy Holder First Name
	61 - Policy Holder Company LEXINGTON INSURANCE COMPANY		

School Bus

BUS 01	Bus Travelling to/from <input type="radio"/> To <input type="radio"/> From	School Name	Body Make	Seating Capacity
	School District Contracted With			

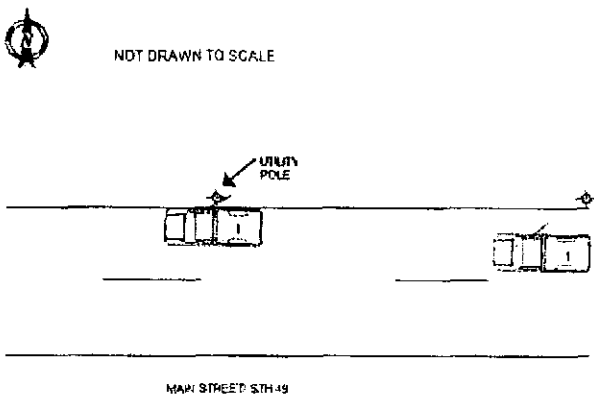
Trailer

TRL 01	106 - Power Unit Number	License Plate Number	Plate Type	State	Expiration Year
	Trailer Make		Unit Type	Vehicle Identification Number	

Property

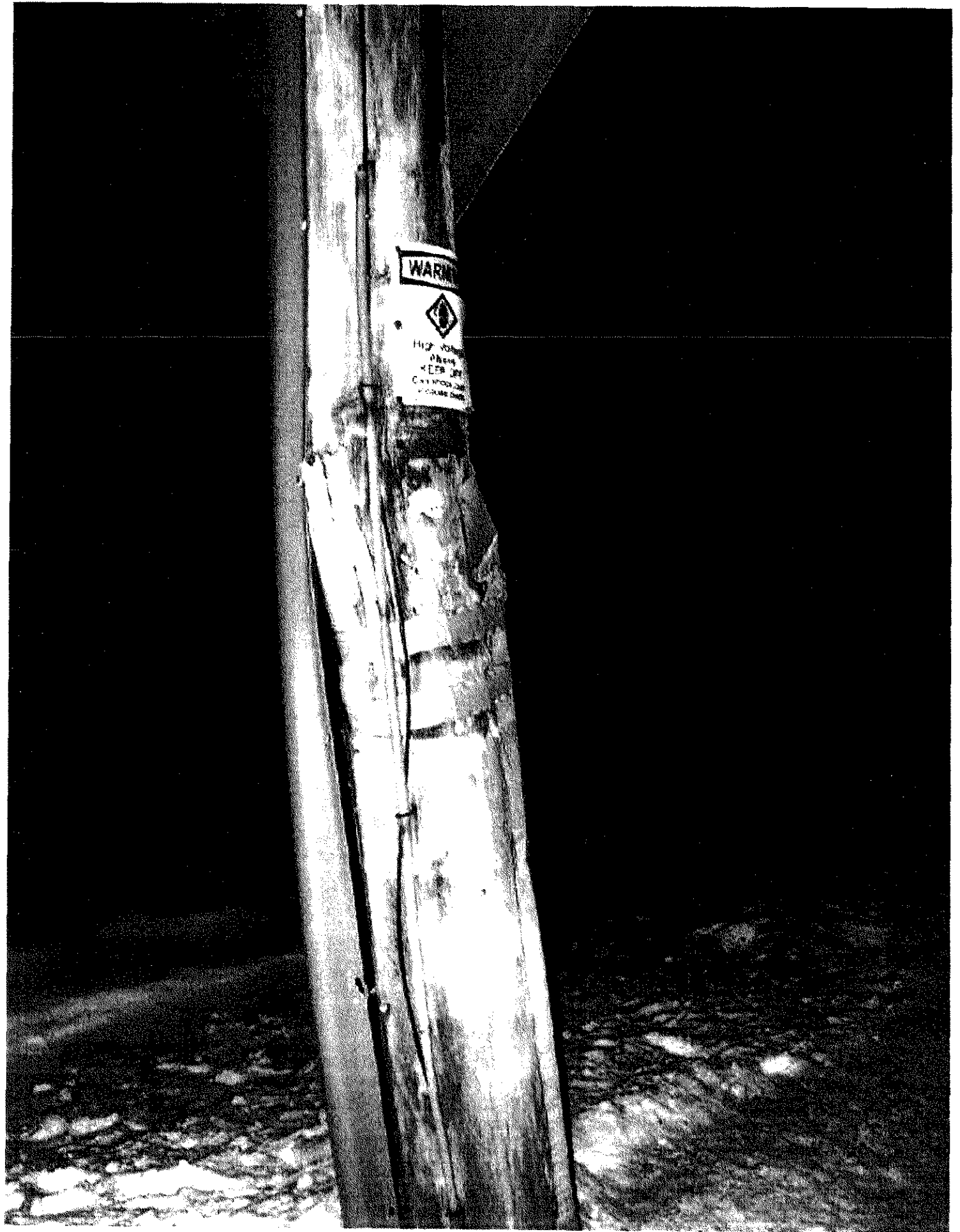
PROPERTY OWNER 01	Organization Type ORGANIZATION	84 - Property Owner Last Name	84 - First Name	84 - Middle Initial	84 - Suffix
	84 - Company Name WE ENERGIES			Government Property Type	
	85 - Address Street & Number 245 SAND DRIVE		85 - PO Box		
	86 - City WEST BEND	86 - State WI	86 - Zip Code 53095	87 - Telephone Number (800) 268-2060 EXT.	
	83 - Government Damage Tag Number				
	Fixed Objects Struck				
82 - Striking Unit 01	82 - Object Struck UTILITY-POLE	82 - Striking Unit	82 - Object Struck		
82 - Striking Unit	82 - Object Struck	82 - Striking Unit	82 - Object Struck		
82 - Striking Unit	82 - Object Struck	82 - Striking Unit	82 - Object Struck		

Diagram and Narrative

DIAGRAM AND NARRATIVE	105 - Photos By MARSHAL SEYMOUR
	<div style="text-align: center;"><p>UTILITY POLE</p><p>MAIN STREET STH 49</p></div> <p>UTILITY POLE STUCK # 72-7382. VEHICLE #1 WAS WESTBOUND ON STH 49 WHEN DRIVER OBSERVED AN EMERGENCY VEHICLE APPROACHING FROM THE REAR WITH ITS EMERGENCY LIGHTS AND SIREN IN OPERATION. VEHICLE #1 PULLED OVER TO THE RIGHT SHOULDER TO YIELD FOR THE EMERGENCY VEHICLE AND IN DOING SO STUCK A UTILITY POLE WITH THE PASSENGER SIDE WING FLOW.</p>

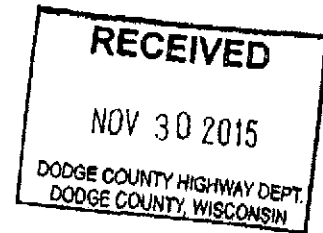
Officer Information

OFFICER INFORMATION	125 - Officer Last Name SEYMOUR		125 - First Name BRADLEY		125 - Middle Initial J		131 - Officer ID 10	
	129 - Law Enforcement Agency No.		130 - Law Enforcement Agency Name BROWNSVILLE POLICE DEPARTMENT					
	126 - Law Enforcement Agency Address Street & Number 514 RAILROAD ST / PO BOX 308							
	127 - City BROWNSVILLE		127 - State WI		127 - Zip Code 53006		128 - Telephone Number (920) 583-4087 EXT.	
	132 - Date Notified 01/12/2016		133 - Time Notified (Military Time) 1824		134 - Time Arrived (Military Time) 1832		135 - Date Of Report 01/12/2016	
	2016-30		2016-30		19 - Special Study			
	18 - Agency Space							



Robert and Anna Schutte
W9154 County Road S
Beaver Dam, WI 53916
920-885-5677

November 23, 2015



Dodge County Highway Department
Highway Commissioner
Brian Fields
211 E. Center St.
Juneau, WI 53039

RE: July 13, 2015 Water Damage

Dear Mr. Fields:

I am writing to you in regard to expenses and losses we have incurred, due to the incorrectly-sized culvert having been installed on our property when County Highway S was reconstructed by the Dodge County Highway Department. By way of this letter, we are putting you on notice of our claim for losses incurred as a result of the actions of the Dodge County Highway Department by installing an incorrectly-sized culvert on our property.

As you will probably recall, our property was flooded, first in 2008. This flooding occurred due to the fact that the culvert installed was not able to properly handle the flow of water through our property. At that time, we notified the County of the problems we were experiencing, due to this incorrectly-sized culvert having been installed on our property. This last year we again experienced the severe flooding of our property and the culvert has finally now been replaced by the County with the proper, larger-sized culverts on October 6 and October 7, 2015. Had this larger-sized culvert been originally installed at the time the road was reconstructed, or even replaced after our first flooding in 2008, we would not have experienced the flooding we did and incurred the losses we have this last year.

Enclosed please find a statement of losses and expenses for which we are seeking reimbursement for from the Dodge County Highway Department. The incorrectly-sized culvert that was installed by the Dodge County Highway Department caused the large volume of water to not be routed away, resulting in the flooding of our property. The water that should have been routed away through the culvert instead collected on our property and flooded out our cattle, resulting in a loss of bedding, feed and other items for our cattle, and severe damage to our rental house. Damages to the rental house resulted in us having to replace the electrical panel, water heater, as well as the furnace

for a second time (the first time it was replaced was due to the flooding that occurred in 2008 as noted above). In addition, we have also incurred damages to our farm truck, as well as our tenant's 6 vehicles, not to mention the numerous hours spent by family and friends in an attempt to save the property and animals being affected by the flooding.

It is our belief that the losses suffered by us and the great financial burden this has caused our family is due to the Dodge County Highway Department installing the incorrectly-sized culvert on our property, and not correcting the problem after the flooding we experienced in 2008. As you are aware, we did not seek reimbursement from you for the damages and losses suffered in 2008.

At this time we are providing notice to you of our claim for losses incurred, due to the actions of the Dodge County Highway Department in not installing the correctly-sized culvert at the time of reconstruction of County Highway S. We are hopeful that a resolution to this matter can be achieved without the need for attorneys and an action being filed with the Court. Therefore, as evidenced by the enclosed, we request reimbursement from the Dodge County Highway Department in the amount of \$12,231.00 for damages suffered by us for the recently flooding of our property.

Please be advised that, at this time, we are not requesting reimbursement for numerous other losses incurred (including but not limited to the time spent for cleanup and rescuing items from further damage during the flood). In addition, we are not requesting reimbursement for those losses suffered in 2008. Our request for reimbursement is put forward as a good-faith effort in order to settle this matter quickly and efficiently. Please note that if this matter cannot be settled in a timely and efficient manner, we will have no choice but to hire an attorney and file an action with the Court in order to recoup the losses we have incurred as the result of the actions of the Dodge County Highway Department.

We look forward to hearing from you on this matter in the near future. Please be advised that if we do not hear from you within the next thirty (30) days, we will have no choice but to pursue an action through the Court system. We thank you for your time and, again, look forward to hearing from you.

Sincerely,



Robert and Anna Schutte

Enclosure

July 13, 2015

Losses:

22 bags pallet of corn - \$138.00
2 bags of seed corn - \$440.00
3 bags of soy beans - \$174.00
15 small bales of hay - 30.00
10 fans - \$400.00
4 bags of calf milk replacer - \$248.00
7 bags of calf pellets - \$63.00
2 electric heaters - \$40.00
1 generator - \$379.00
1 welder - \$415.00
2 bags of chicken feed - \$44.00
10 small bales of straw - \$30.00
1 water heater - \$400.00
1 furnace - \$2,600.00
Calf medicine - \$50.00
Chevy pick-up truck (repair bill) - \$2,057.00
TOTAL: \$7,508.00

July 13, 2015

Replacements:

3 torpedo space heaters - \$720.00

Circuit breakers - \$293.00

Chainsaw - \$225.00

Dehumidifier - \$139.00

Power washer - \$150.00

Dumpster (for disposal of damaged items) - \$512.00

TOTAL: \$2,039.00

July 13, 2015

Steve Goeller:

- Large straw bales – 4 = \$160.00
- Truck and trailer - \$280.00
- One man - \$105.00
- milk replacer - \$164.00

TOTAL: \$709.00

Ron Nell:

- 2 skid loaders - \$900.00
- 3 men =- \$270.00
- 1 backhoe - \$100.00
- 1 tractor spreader - \$100.00
- 3 large straw bales - \$120.00

TOTAL: \$1,490.00

Marty Weiss - \$50.00

Ron & Deb - \$210.00

Steve Schmitt - \$50.00

Keith Schmitt - \$50.00

Kathy Schmitt - \$25.00

Sandy and Robert Bird - \$100.00

TOTAL: \$485.00

GRAND TOTAL: \$12,231.00

Property Damage Claim of Robert and Anna Schutte

W49154 County Road S

Beaver Dam

The following timeline chronicles the events leading to this claim.

- | | |
|-------------------------------|--|
| 2004 Const. Season | DCH reconstructs CTY Rd S (CTH G – Crystal Lake Rd.) Please refer to pipe replacement details attached. |
| June 2008 | Massive flooding throughout southern WI. causing wide spread flooding and property damage including the Schutte property. |
| Appx. June 2010 | DCH works with Mr. Schutte to address his concerns by re- grading the CTY RD S ditch to divert surface runoff from the farm fields north of CTY Rd S to the east away from the Schutte property. DCH furnished appx. 8 loads of topsoil to Mr. Schutte to build a diversion berm in the front yard of his rental property. |
| July 13 th , 2015 | Wide spread flooding and wind damage throughout South Central WI. including the Schutte property. |
| July 16 th , 2015 | Mr. Schutte addresses the Highway Committee with concerns about cross culvert size under CTH S at his property. |
| 7-16-15 to 8-6-15 | Depart staff researches area topography and drainage options |
| August 6 th , 2015 | Mr. Schutte attends a DCH Highway Committee meeting. It is established that a 36in. diameter cross culvert will be added under CTH S at the Schutte property and that the drainage obstructions directly south of the cross culvert will be eliminated. |

Appx. October 2015 DCH crews install a 36in. diameter plastic cross culvert under CTH S adjacent to the existing 24in diameter culvert pipe at the Schutte property. DCH crews also replaced an existing 18in diameter driveway pipe through the Schutte driveway with a 30in diameter plastic pipe to accommodate the surface runoff from Schutte's cropland north and east of their rental property.

Nov. 30th, 2015 DCH received a letter from Robert and Anna Schutte requesting compensation for property damage resulting from the flooding of July 13th, 2015.



Strength in...
Members

Brenda Besteman
Senior Liability Claims Representative
Telephone: 608.245.6892
Facsimile: 608.852.8649
bbesteman@wmmic.com

James Mielke
Dodge County Administrator
Dodge County
127 E Oak St
Juneau, WI 53039

December 3, 2015

RE: Robert and Anna Schutte v. Dodge County
Date of Loss: 7/13/2015
Claim #: 2015082033
Event #: 89360

Dear Ms. Mielke,

We received the above referenced claim on 12/1/2015. Following a review of the information and an investigation of the facts, it has been determined that Dodge County has no liability for this claim. Please have your Board issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

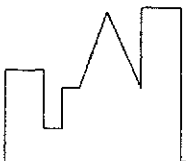
This document has been automatically attached to the event/claim record in Riskmaster for your reference.

Thank you for your assistance. Please contact me at 608-245-6892 if you have any questions.

Sincerely,

Brenda Besteman, AIC, ARM
Senior Liability Claims Representative

CC: file



WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4785 Hayes Road, Madison, WI 53704-7364 • 608.246.3336 • www.wmmic.com



Brenda Besteman
Senior Liability Claims Representative
Telephone: 608.245.6892
Facsimile: 608.852.8649
bbesteman@wmmic.com

James Mielke
Dodge County Administrator
Dodge County
127 E Oak St
Juneau, WI 53039

January 21, 2016

RE: AT&T v. Dodge County
Date of Loss: 7/15/2015
Claim #: 2015082439
Event #: 88706

Dear Mr. Mielke,

We received the above referenced claim on 1/21/2015. Following a review of the information and an investigation of the facts, it has been determined that Dodge County has no liability for this claim. Please have your Board issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

This document has been automatically attached to the event/claim record in Riskmaster for your reference.

Thank you for your assistance. Please contact me at 608-245-6892 if you have any questions.

Sincerely,

Brenda Besteman, AIC, ARM
Senior Liability Claims Representative

CC: file

SUPERVISOR'S INVESTIGATION REPORT

ACCIDENT/INCIDENT - PROPERTY DAMAGE/LOSS

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

JUL 23 2015

DODGE COUNTY, WIS.

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them and name them and to state the remedy for them in this report.

Department : Dodge County Highway Commission

Report Date: 7/15/15

Date of Accident/Incident : 7/15/15

(if applicable: DIGGER's HOTLINE contacted: [] YES [] NO)
: DIGGER's HOTLINE #:

Time of Accident/Incident : 10:00 am

ESTIMATE
REPAIR COST: \$?

Location of Accident/Incident : B CTH G

County Vehicle #/Description : Across from W9844 #291

Job No: 311-311

Driver Name : STEVE NUMMERDOR

Close date:

NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE

NO INJURY.

DESCRIPTION OF ACCIDENT (state in detail what occurred just before and at the time of the accident) TELEPHONE

PEDESTAL BURIED IN TALL WEEDS WAS STRUCK BY
MOWER. PEDESTAL NOT VISIBLE, NO MARKERS.

UNSAFE CONDITION (describe unsafe conditions such as faulty brakes, lights, etc, contributing to the accident)

PEDESTAL NOT PROTECTED BY AT & T.

UNSAFE ACT (describe the unsafe action of driver as turning from wrong lane, speeding, failing to signal, etc)

N/A.

REMEDY (as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident) THIS WAS NO

FAULT OF BURS. PEDESTALS IN OUR R.O.W. NEED TO
BE MARKED.

Employee Signature

Date

Supervisor Signature

Date

Commissioner Signature

Date

c: employee file
Human Resources file





Risk Management Office
7120 Clinton Rd
Loves Park, IL 61111

T: 815-654-5121
F: 214-446-6355
MS6231@ATT.COM

*scanned + emailed to
Brian F + Cindy M. 8-27-15
KS*

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

AUG 27 2015

DODGE COUNTY, WIS.

August 25, 2015

Dodge County Highway Department
127 E Oak
Juneau, WI 53039

Our File No.: 25201508-50-0055

To Whom It May Concern:

We wish to advise you that on or about July 20th, 2015, at or near L800-28-4 HWY G in Beaver Dam, Wisconsin, your employees while mowing in the right of way caused damage to a marked AT&T buried telephone cable.

As soon as our repair costs have been determined, our claim will be forwarded to you or your insurance company, whichever you prefer.

Please contact my office at 815-654-5121 as soon as possible if you dispute liability for this damage.

Sincerely,

Michael Steward
Sr. Risk Specialist



RECEIVED

JAN 19 2016

DODGE COUNTY HIGHWAY DEPT.
DODGE COUNTY WISCONSINPage: 1 of 1
Date: 01/12/2016

Claim for Damages

To:
DODGE COUNTY HIGHWAY DEPT
211 EAST CENTER ST
JUNEAU, WI 53039

Claim Number: AMER-25-201508-50-0055-WFB

Charges for Damages to:
WISCONSIN BELL INC., DBA AT&T- WISCONSIN

Occured/Discovered On or About: 08/20/2015

Approximate Location:
AT L800-28-4 HWY G, BEAVER DAM TOWN, WIHow Damage Occured:
THREE CABLES DAMAGED AT L800-28-4 HWY G CONTY
CUTTING DITCHES DAMAGED TO PEDASTAL AND CABLES

Summary of Charges

The labor cost amount claimed includes direct costs and indirect costs, including but not limited to personnel, equipment, vehicles, administrative overheads, and an allocation of general corporate overhead.

LABOR COST	\$2432.42
MATERIALS/UNIT COST ITEMS	\$81.01
CONTRACTOR	\$0.00
LOSS OF SERVICE	\$0.00
OTHER	\$0.00
TOTAL AMOUNT DUE:	\$2513.43

Call before you dig
Call 811

For Inquiries Call: 800-894-0374 or 800-363-3234 (FAX) RK # AMER25201508500055

This payment is due upon receipt. If payment is not received within 30 days further collection action will be taken. IF A PAYMENT FOR LESS THAN THE FULL AMOUNT IS RECEIVED, IT WILL BE APPLIED AS A PARTIAL PAYMENT. Please do not pay with telephone bill.

If you are covered by insurance, please forward this to your carrier for payment. Once your claim has been established with your insurance company, please contact us at 800-894-0374 with your claim information, and we will work with your insurance company to resolve. AT&T accepts checks, money orders or credit card payments. We do not accept cash. Please complete the information below and return in the enclosed envelope or you may call 800-894-0374 to pay by phone.



TOTAL AMOUNT DUE: \$2513.43

Amount enclosed: \$

DODGE COUNTY HIGHWAY DEPT

Claim Number: AMER-25-201508-50-0055-WFB

Return this section with payment in enclosed envelope.

Please write claim number on check or money order to ensure proper credit.

For credit card payment:

Credit Card number:

Name on Card:

Amount to be charged to your card:

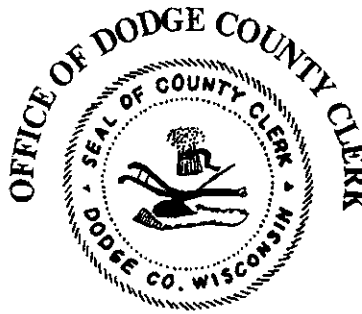
Three digit security number on back of card:

Expiration Date:

Remit Payment to:

AT&T
RM 39-N-13
909 CHESTNUT ST
SAINT LOUIS MO 63101-2017

KAREN J. GIBSON
Dodge County Clerk
kgibson@co.dodge.wi.us



BONNIE E. BUDDE
Chief Deputy
bbudde@co.dodge.wi.us

Administration Building
127 East Oak Street, Juneau WI 53039
920-386-3605 / Fax: 920-386-4292

CHRISTINE M. KJORNES
Deputy
ckjornes@co.dodge.wi.us

INCIDENT REPORT		
Date: 1/5/2016		RECEIVED IN THE OFFICE OF COUNTY CLERK JAN 19 2016
CLAIMANT INFORMATION		
Claimant First Name: Dewayne	Claimant Middle Initial:	Claimant Last Name: DODGE COUNTY, WIS. Roberts
Address: 148 S. River St. Apt 5 Box 39		
City: Lowell	State: WI	ZIP Code: 53557
Home Phone:	Work Phone:	Cell Phone: 314-359-0297
Claimant Signature: 		Date: 1/5/2016
INCIDENT INFORMATION		
Date of Incident: 12/29/2015	Time of Incident: Around 8:30pm	
Location of Incident: Hwy 16/60 at farwood. Just west of the Lowell, Reesville 8 Hwy 5 turns.		
If Applicable Vehicle Make: Salt Truck	Vehicle Model:	Vehicle Year:
Amount of Reimbursement Requested: \$90.61		
Description of Incident/Loss: Driving east on 16/60. Salt truck going west towards Columbus. Slowed down to 20mph to let salt truck pass. Looked up and saw ball of salt bouncing down road. Slowed down even more to 10-15 mph. Heard the salt hit front end of car. Made it home to Lowell. Looked at front of car to see if any damage was done. Found hole in bumper, with salt impacted inside. Pulled salt out of hole which we have in a plastic bag. Called Sheriff's Dept. to try to find out who to contact. Have pictures from morning after incident and from estimate. Called Sheriff Dept at 8:38pm		
WITNESS INFORMATION		
Witness First Name: Heather	Witness Middle Initial: A	Witness Last Name: Buske
Address: 148 S. River St Apt 5 Box 39		
City: Lowell	State: WI	ZIP Code: 53557
Home Phone:	Work Phone:	Cell Phone: 920-285-6305

Please attach Billing Statement or Estimate to this Report.
Return this Form, Billing Statement and/or Estimate to:
Dodge County Clerk
127 East Oak Street
Juneau, WI 53039

SUPERVISOR'S INVESTIGATION REPORT

ACCIDENT/INCIDENT – PROPERTY DAMAGE/LOSS

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them, name them, and to state the remedy for them in this report.

Department: Dodge County Highway Commission Report Date: 1/5/2016
Date of Accident/Incident: 12/29/2015 If applicable: Digger's Hotline contacted: ☐ Yes ☐ No
Time of Accident/Incident: 8:30 ☐ a.m. ☒ p.m. Digger's Hotline #: _____
Location of Accident/Incident: STH 16/60 and Fairwood RD. Estimate Repair Cost \$ _____
County Vehicle #/Description: Truck # 26 or #62 Job No.: _____
Driver Name: _____ Close Date: _____


1st Party Name: Dewayne Roberts License Plate # WJ1-MOT
2nd Party Name: _____ License Plate # _____
Sheriff Incident # _____

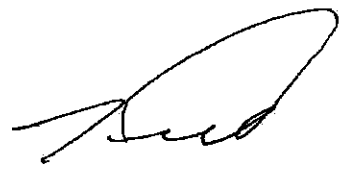
NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE: No one injured. Hole in front bumper where the chunk of salt hit.

DESCRIPTION OF ACCIDENT (state in detail what occurred just before and at the time of the accident): One of our plow trucks was salting heading West on STH 16/60 and the 1st party vehicle was heading East. As they crossed paths a chunk of salt from our truck had bounced on the road and struck the front bumper of the 1st party vehicle. The highway department had two different trucks in this area that night. Neither driver was aware of this incident.

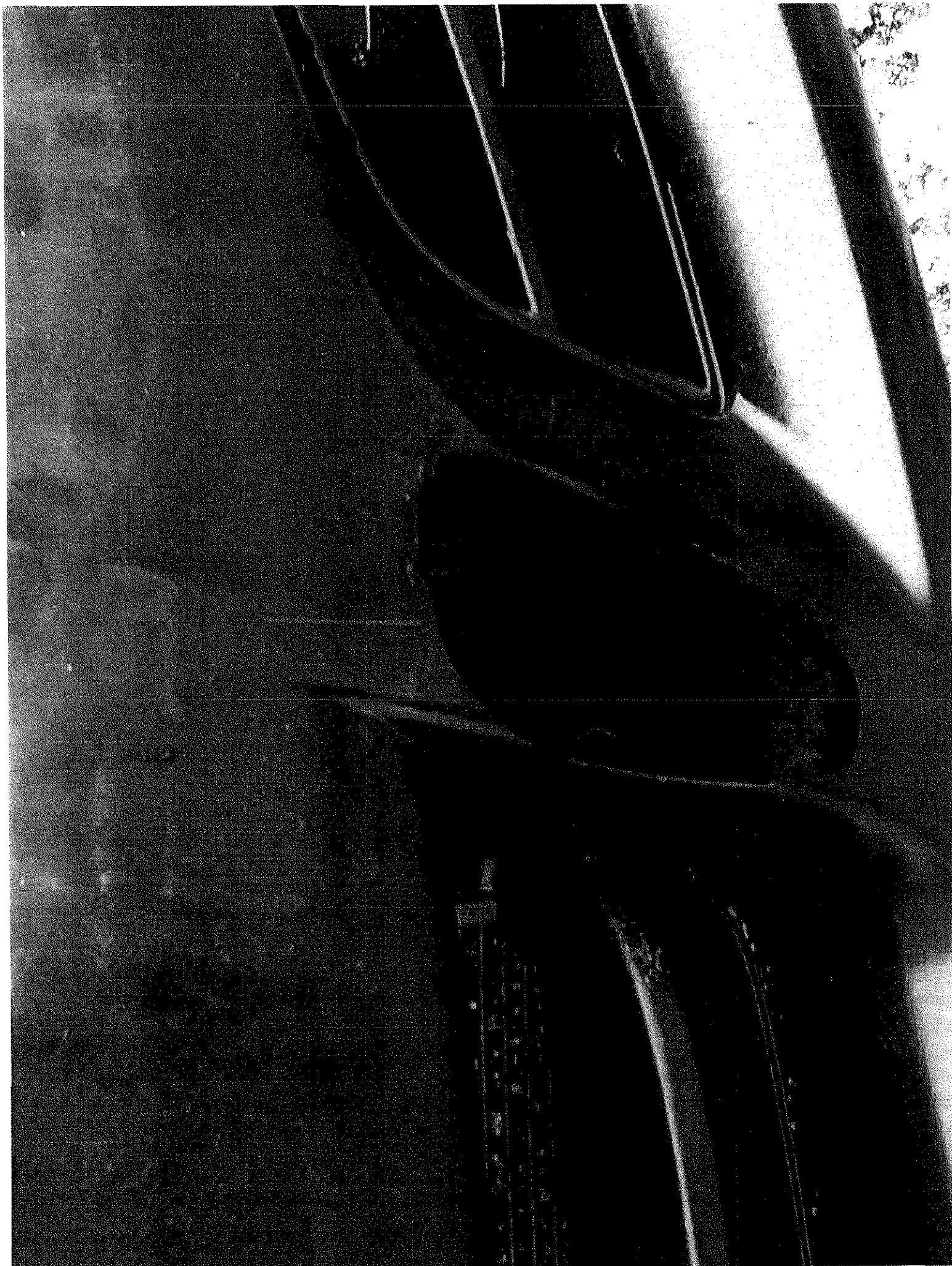
UNSAFE CONDITIONS/ACT (describe unsafe conditions such as faulty brakes, lights, etc. and/or unsafe action of driver contributing to the accident): There was no unsafe act in this case.

REMEDY (as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident): Larger chunks of salt will not pass through the auger but smaller ones will. There is no way to prevent this from occasionally happening.

Employee Signature _____ Date _____
 1/21/16
Supervisor Signature _____ Date _____

 1-21-2016
Commissioner Signature _____ Date _____

c: Employee File
Human Resources File



KAYSER FORD
2303 WEST BELTLINE HIGHWAY
MADISON, WI 53713
PHONE: (608) 276-0306
FAX: (608) 276-0346

*** PRELIMINARY ESTIMATE ***

12/31/2015 09:33 AM

Owner

Owner: Heather Buske
Address: 148 S.River St #5
City State Zip: Lowell, WI 53557
Email: strawberry031081@gmail.com

Home/Day: (920)285-6305
FAX:

Inspection

Inspection Date: 12/31/2015 09:29 AM
Inspection Location: Kayser
City State Zip: Madison, WI 53713
Primary Impact: Front
Driveable: Yes

Inspection Type: Drive In
Contact:
FAX:
Secondary Impact:
Rental Assisted:

First Contact Date/Time: 12/31/2015 09:30 AM

Appointment Date/Time:

Appraiser Name: GREG HUSTON
Address: 2303 WEST BELTLINE HWY
City State Zip: Madison, WI 53713
Email: g.huston@kayseronline.com

Appraiser License # :
Work/Day: (608)276-0308
FAX: (608)276-0346

Repairer

Repairer: KAYSER AUTOMOTIVE GROUP
Address: 2303 WEST BELTLINE HWY

City State Zip: MADISON, WI 53713
Email: bodyshop@kayseronline.com

Contact:
Work/Day: (608)276-0306
Home/Evening: (608)276-0308
FAX: (608)276-0346

Target Complete Date/Time:

Days To Repair: 2

Vehicle

2013 Nissan Altima 2.5 S 2 DR Coupe
4cyl Gasoline 2.5 DOHC
Continuously Variable Tr

Lic.Plates: WJ1-MOT
Lic Expire:
Prod Date: 09/2012
Veh Insp# :
Condition:
Ext. Color: RED ZONE BLACK MET
Ext. Refinish: Two-Stage
Ext. Paint Code: GAD

Lic State: MO
VIN: IN4AL2EP8DC142779
Mileage: 79,347
Mileage Type: Actual
Code: Z1893B
Int. Color:
Int. Refinish: Two-Stage
Int. Trim Code:

Options

2nd Row Head Airbags	AM/FM CD Player	Air Conditioning
Alarm System	Aluminum/Alloy Wheels	Anti-Lock Brakes
Auxiliary Audio Input	Auxiliary Lighting	Bucket Seats
Carpeting	Center Console	Color-Keyed Bumper(s)
Compact Spare Tire	Cruise Control	Driver Information Sys
Dual Airbags	Head Airbags	Intermittent Wipers
Keyless Entry System	Keyless Ignition System	Lighted Entry System
Mud/Splash Guards	Overhead Console	Paddle Shifter
Power Brakes	Power Door Locks	Power Mirrors
Power Steering	Power Windows	Projector Beam Headlamps
Pwr Accessory Outlet(s)	Rear Window Defroster	Rem Trunk-L/Gate Release
Side Airbags	Split Folding Rear Seat	Stability Cntrl Suspensn
Tachometer	Theft Deterrent System	Tilt & Telescopic Steer
Tinted Glass	Tire Pressure Monitor	Traction Control System
Trip Computer	Velour/Cloth Seats	

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ%	B%	Hours	R
Front Bumper										
1	N	22		Frt Bumper Cvr Overhau	Additional Labor				INC	SM
2	E	6		Cover,Front Bumper	62022ZX10H	\$337.18			1.7	SM
3	L	6	13	Cover,Front Bumper	Refinish				3.7	RF
					2.6 Surface					
					0.6 Two-stage setup					
					0.5 Two-stage					

Manual Entries

4	N			HAZARD. WSTE. REM.	Additional Labor	\$3.00*				SM
5	L			FLEX ADDITIVE	Refinish	\$5.00*				RF
5		Items								

MC Message

13 INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

Estimate Total & Entries

Gross Parts	\$337.18	
Other Parts	\$8.00	
Paint & Materials	3.7 Hours @ \$40.00	\$148.00
Parts & Material Total		\$493.18
Tax on Parts & Material	@ 5.500%	\$27.12

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs	
Sheet Metal (SM)	\$65.00	1.7		1.7	\$110.50
Mech/Elec (ME)	\$119.00				
Frame (FR)	\$90.55				
Refinish (RF)	\$65.00	3.7		3.7	\$240.50
Labor Total				5.4 Hours	\$351.00
Tax on Labor		@ 5.500%			\$19.31
Gross Total					\$890.61
Net Total					\$890.61

Alternate Parts Y/00/00/00/00/00 CUM 00/00/00/00/00 Zip Code: 53713 Audatex Host

Audatex Estimating 7.0.712 ES 12/31/2015 09:41 AM REL 7.0.712 DT 12/01/2015 DB 12/15/2015
Copyright (C) 2015 Audatex North America, Inc.

1.1 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

Op Codes

* = User-Entered Value	E = Replace OEM	NG = Replace NAGS
EC = Replace Economy	OE = Replace PXN OE Srpls	UE = Replace OE Surplus
ET = Partial Replace Labor	EP = Replace PXN	EU = Replace Recycled
TE = Partial Replace Price	PM = Replace PXN Reman/Rebit	UM = Replace Reman/Rebuilt
L = Refinish	PC = Replace PXN Reconditioned	UC = Replace Reconditioned
TT = Two-Tone	SB = Sublet Repair	N = Additional Labor
BR = Blend Refinish	I = Repair	IT = Partial Repair
CG = Chipguard	RI = R & I Assembly	P = Check
AA = Appearance Allowance	RP = Related Prior Damage	



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Audatex Estimating is a trademark of Audatex North America, Inc.

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Executive Committee has considered the radio communications equipment needs of Dodge County and has determined that it is necessary to undertake and complete Phase III of the Simulcast Expansion of the existing Dodge County fire radio communications channel, known as DOFIRE1 (Simulcast Phase III project); and,

WHEREAS, upon completion of the Simulcast Phase III project, all radio communications messages on the existing Dodge County fire radio communications channel, known as DOFIRE1 will be broadcast simultaneously from all nine of the Dodge County Central Communications tower sites; and,

WHEREAS, the Simulcast Phase III project will consist of the purchase of new radio communications equipment and the installation and optimization of performance of that radio communications equipment at the following Dodge County Central Communications tower sites: Juneau Highway Shop Tower; St. Helena Tower; Mayville Water Tower; Knowles Tower; Rubicon Tower; Ashippun Tower; Reeseville Water Tower; Beaver Dam Fire Department Tower; and, Fox Lake Tower; and,

WHEREAS, the Dodge County Emergency Management Department has solicited and received a price quotation for the Simulcast Phase III project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$183,694, a copy of which price quotation is on file in the Office of the Dodge County Clerk and may be viewed there during normal business hours; and,

WHEREAS, the Dodge County Executive Committee has considered the radio communications equipment needs of Dodge County and has determined that it is necessary to undertake and complete additional optimization on the existing Dodge County interagency fire emergency radio network radio communications channel, known as IFERN (IFERN project); and,

WHEREAS, upon completion of the IFERN project, all radio communications messages on the existing Dodge County interagency fire emergency radio network radio communications channel, known as IFERN will be broadcast from the St. Helena Tower; and,

WHEREAS, the IFERN project will consist of moving the existing base station from the Juneau Tower to the St. Helena Tower and the purchase of new radio communications equipment and the installation and optimization of performance of that radio communications equipment at the St. Helena Tower; and,

WHEREAS, the Dodge County Emergency Management Department has solicited and received a price quotation for the IFERN project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$9,883, a copy of which price quotation is on file in the Office of the Dodge County Clerk and may be viewed there during normal business hours; and,

WHEREAS, in reasonable anticipation of the receipt in late 2015 of Assistance to Firefighters Grant funds in the amount of \$236,000, from FEMA, by the Emergency Management Department, \$309,000 of County Sale and Use Tax Proceeds were appropriated to Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, \$59,000 of which was appropriated to pay for the required 20% Assistance to Firefighters Grant local match, and \$250,000 of which was appropriated to pay for the addition of Simulcasting capabilities for Dodge County Highway Channel 1, known as DOHWY1; and,

WHEREAS, because the Emergency Management Department did not receive any Assistance to Firefighters Grant funds from FEMA in 2015, and because a change was made in the priority of projects that Dodge County will fund in 2016, it is the considered conclusion of the Executive Committee that the remaining funds in the amount of \$115,423 (\$309,000 less \$183,694 and less \$9,883 equals \$115,423) that were appropriated to Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, should be reappropriated to Business Unit 100.3415, County Sale and Use Tax – Assigned General Fund; and,

WHEREAS, the Executive Committee recommends that the Dodge County Board of Supervisors:

1. Authorize and direct the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the Simulcast Phase III project;
2. Approve and accept the price quotation for the Simulcast Phase III project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$183,694;
3. Authorize and direct the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the IFERN project;
4. Approve and accept the price quotation for the IFERN project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$9,883;

5. Authorize and direct the Director of the Dodge County Emergency Management Department to execute on behalf of Dodge County, all documents necessary to complete the purchase of new radio communications equipment and professional services to install it and to optimize its performance as set forth in the price quotations for the Simulcast Phase III project and the IFERN project, submitted by Communications Service Wisconsin LLC of Portage, Wisconsin; and,
6. Reappropriate funds in the amount of \$115,423 from Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, to Business Unit 100.3415, County Sale and Use Tax – Assigned General Fund;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the Simulcast Phase III project;
2. Approves and accepts the price quotation for the Simulcast Phase III project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$183,694;
3. Authorizes and directs the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the IFERN project;
4. Approves and accepts the price quotation for the IFERN project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$9,883;
5. Authorizes and directs the Director of the Dodge County Emergency Management Department to execute on behalf of Dodge County, all documents necessary to complete the purchase of new radio communications equipment and professional services to install it and to optimize its performance as set forth in the price quotations for the Simulcast Phase III project and the IFERN project, submitted by Communications Service Wisconsin LLC of Portage, Wisconsin; and,
6. Reappropriates funds in the amount of \$115,423 from Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, to Business Unit 100.3415, County Sale and Use Tax – Assigned General Fund; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Director of the Emergency Management Department in a total amount not to exceed \$193,577 (\$183,694 plus \$9,883 equals \$193,577), representing the costs of the purchase of new radio communications equipment and professional services to install it and to optimize its performance, for the Simulcast Phase III project and the IFREN project, from Communications Service Wisconsin LLC, the County Clerk is authorized to issue orders upon the Dodge County Treasurer for payment of such invoices and that funds for payment of such invoices shall be taken from Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment.

All of which is respectfully submitted this 17th day of February, 2016.

Dodge County Executive Committee:

Russell Kottke

Harold Johnson

Donna Maly

Joseph M. Marsik

MaryAnn Miller

Jeff Berres

David Frohling

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or _____ No

Fiscal Impact on the adopted 2016 Budget:
\$ _____

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.

David Frohling, Chairman
Dodge County Finance Committee



DODGE COUNTY – STATE OF WISCONSIN OFFICE OF EMERGENCY MANAGEMENT

DODGE COUNTY LAW ENFORCEMENT CENTER
124 West Street • Juneau, Wisconsin 53039
Phone: (920) 386-3999 • Fax: (920) 386-3994

Amy B. Nehls
Director

Joseph M. Meagher
Deputy Director

MEMORANDUM

To: Dodge County Supervisors

From: Amy Nehls

Date: February 17, 2016

Re: Creation of Hazardous Materials Responder Position

In September of 1989, the Dodge County Local Emergency Planning Committee (LEPC) made a recommendation to the Executive Committee to create a Hazardous Material (HAZMAT) Response Team. On November 13, 1990, the Dodge County Board of supervisors passed Resolutions #90-64 and #90-65 to create a Hazardous Response Unit and purchase the equipment needed to support it, as they felt as part of the Emergency Management program, it was their responsibility and in the best interest of the citizens of Dodge County.

Since the creation of the team 26 years ago the Dodge County HAZMAT team has become a county-wide team, consisting of approximately 30, specially trained responders from communities throughout Dodge County. Over the years, the amount of requirements and training to remain a team member have increased significantly, due to the evolving standards for hazardous materials response agencies. Currently team members attend an average of 24 hours of training per year to remain proficient in their skills.

In the past, HAZMAT team members were considered independent contractors, so they were paid for their deployments (call-outs), but never paid for training hours. Due to the increase in training requirements and the need to retain specially trained and dedicated team members, I decided it was time to budget for a stipend. The stipend amount of \$3,000.00, \$100 for each team member, was approved in the 2016 budget.

After a meeting with Finance and Human Resources in late December, Human Resources determined that per the IRS requirements, the HAZMAT team members should be made County employees. The Executive Committee was updated on the decision at the January 4, 2016 meeting. I have worked with Human Resources on a job description and the process of transitioning the current team members to the status of county employees. The Human Resource Committee approved the establishment of the rates of pay, at their January 19, 2016 meeting, \$7.25/hr for meetings and trainings and \$35/hr for deployments (call-outs).

Due to the timing of the decision to transition the team members to employees, I had a stipend budgeted in 2016; however, it is not enough to cover the additional cost of paying

Emergency
Management

Planning

Response

Recovery

Mitigation

Emergency Planning &
Community Right-to-
Know Act

Hazmat

Homeland Security

Local Emergency
Planning Committee

Citizen Corps

minimum wage for training, payroll taxes, initial drug testing, and mileage for deployments. The additional cost to fund the extra thirty (30) positions would be \$4,994.00.

In order to continue to protect the citizens of Dodge County from hazardous material incidents, it is important to maintain the Dodge County HAZMAT team and to properly classify the HAZMAT team members as Dodge County Employees. I am asking for your support in creating thirty (30) new positions of Hazardous Materials Responder under the Emergency Management Department and for a contingent appropriation of \$4994.00 to cover the additional costs.

Thank you for your support!

Sincerely,



Amy B. Nehls, Director

Dodge County Emergency Management
124 West Street
Juneau, WI 53039
Office: 920-386-3999
Cell: 920-210-0712
anehls@co.dodge.wi.us

ATTACHMENT II

RESOLUTION NO. 90-64

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, the Dodge County Executive Committee is responsible for the Emergency Government program in Dodge County, and

WHEREAS, as a part of that responsibility it is necessary, and in the best interests of the citizens of Dodge County, to create a Hazardous Response Unit, and

WHEREAS, in order to obtain equipment, the Dodge County Executive Committee has taken quotations to purchase equipment necessary to equip such a Hazardous Incident Response Team, and

WHEREAS, the funds to pay for such equipment is presently contained in the 1990 Budget for Emergency Government, Account No. 100-28-52413.819, and

WHEREAS, the Dodge County Executive Committee has received quotations to purchase an enclosed trailer to be used by the County Hazardous Incident Response Team, and

WHEREAS, the quotation most advantageous to Dodge County was DACCO of Richfield, Wisconsin, for the purchase of one Wells Cargo Trailer, Model No. EW 2022, at a cost of Five Thousand Five Hundred Thirty-two (\$5,532.00) Dollars.

THEREFORE, BE IT RESOLVED:

That the Dodge County Board of Supervisors hereby approves and accepts the quotation of DACCO of Richfield, Wisconsin, in the amount of Five Thousand Five Hundred Thirty-two (\$5,532.00) Dollars, for the purchase of said trailer, and

BE IT FURTHER RESOLVED:

That upon presentation to the County Clerk of an invoice

(\$5,532.00) Dollars representing the purchase of one Wells Cargo Trailer Model No. EW 2022 from DACCO of Richfield, Wisconsin, said invoice to be properly approved and recommended by the Dodge County Executive Committee, the County Clerk is authorized and directed to issue an order on the County Treasurer for payment of such invoice. Payment is to be made out of budgeted funds in Emergency Government Account No. 100-28-52413.819.

All of which is respectfully submitted this 13 day of November, 1990.

Chas. E. Swain

James Madigan

Earl Stief

DODGE COUNTY EXECUTIVE COMMITTEE

RESOLUTION NO. 90-65

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Executive Committee is responsible for the Emergency Government program in Dodge County, and

WHEREAS, as a part of that responsibility it is necessary, and in the best interests of the citizens of Dodge County, to create a Hazardous Response Unit, and

WHEREAS, in order to obtain equipment, the Dodge County Executive Committee has taken quotations to purchase equipment necessary to equip such a Hazardous Incident Response Team, and

WHEREAS, the funds to pay for such equipment are presently contained in the 1990 Budget for Emergency Government, Accounts No. 100-28-52413.819 and 100-28-52413.349, and

WHEREAS, the quotations most advantageous to Dodge County for the purchase of equipment and supplies were Medical Products, Incorporated, Milwaukee, Wisconsin, in the amount of One Thousand Three Hundred Ten and 85/100 (\$1,310.85) Dollars; WOS Safety, Green Bay, Wisconsin, in the amount of Seventeen Thousand Five Hundred Sixty-five and 85/100 (\$17,585.65) Dollars; and Jefferson Fire and Safety, Incorporated, Madison, Wisconsin, in the amount of Sixteen Thousand Four Hundred Sixty-seven (\$16,467.00) Dollars,

THEREFORE, BE IT RESOLVED:

That the Dodge County Board of Supervisors hereby approves and accepts the quotations from Medical Products, Incorporated, Milwaukee, Wisconsin, in the amount of One Thousand Three Hundred Ten and 85/100 (\$1,310.85) Dollars; WOS Safety, Green

Safety, Incorporated, Madison, Wisconsin, in the amount of Sixteen Thousand Four Hundred Sixty-seven (\$16,467.00) Dollars, for the purchase of equipment and supplies, and

BE IT FURTHER RESOLVED:

That upon presentation to the County Clerk of invoices in amounts not to exceed One Thousand Three Hundred Ten and 85/100 (\$1,310.85) Dollars; Seventeen Thousand Five Hundred Sixty-five and 85/100 (\$17,585.65) Dollars; and Sixteen Thousand Four Hundred Sixty-seven (\$16,467.00) Dollars, representing purchases of equipment and supplies from Medical Products, Incorporated, Milwaukee, Wisconsin; WOS Safety, Green Bay, Wisconsin; and Jefferson Fire and Safety, Incorporated, Madison, Wisconsin, said invoices to be properly approved and recommended by the Dodge County Executive Committee, the County Clerk is authorized and directed to issue orders on the County Treasurer for payment of such invoices. Payments are to be made out of budgeted funds in Emergency Government Accounts No. 100-28-52413.819 and 100-28-52413.349.

All of which is respectfully submitted this 13 day of November, 1990.

Chas. E. Swan

James W. ...

Carol ...

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, on November 13, 1990, the Dodge County Board of Supervisors adopted Resolution No. 90-64 and Resolution No. 90-65, and thereby created a Dodge County Hazardous Response Unit, which has developed into the Dodge County Hazardous Materials Response Team, also known as the Dodge County HAZMAT Team (HAZMAT Team); and,

WHEREAS, the HAZMAT Team is a county-wide responder team, consisting of approximately 30 specially-trained responders from communities throughout Dodge County; and,

WHEREAS, since November 13, 1990, up to the present time, due to increasingly higher-level standards for hazardous materials response agencies, HAZMAT Team members have become subject to more extensive and intensive regulation, including increases in the number of regulations pertaining to qualification and training; and,

WHEREAS, at the present time, HAZMAT Team members attend and participate in an average of 24 hours of training each year, in order to remain proficient in their hazardous materials response knowledge and skills, and in order to increase their hazardous materials response knowledge and skills; and,

WHEREAS, due to increases in qualification and training requirements for HAZMAT Team members, and the need for Dodge County to retain these specially trained, skilled, knowledgeable, and dedicated HAZMAT Team members, funds in the amount of \$3,000 were included in the 2016 Emergency Management Department Budget to be used in 2016 to pay a stipend in the amount of \$100 to each of the 30 HAZMAT Team members; and,

WHEREAS, in the past, HAZMAT Team members were considered independent contractors, rather than Dodge County employees, with the result that HAZMAT Team members were paid only for deployments, and not for training hours; and,

WHEREAS, recently, the Dodge County Director of Human Resources determined that current Internal Revenue Service rules and regulations require that HAZMAT Team members be classified as Dodge County employees, rather than as independent contractors; and,

WHEREAS, the Dodge County Executive Committee has formed the considered conclusion that 30 new, non-benefited, occasional part-time, miscellaneous, positions of *Hazardous Materials Responder*, in the Emergency Management Department, should be created, effective immediately; and,

WHEREAS, a DRAFT job description for the proposed position of *Hazardous Materials Responder* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, due to the change in status of HAZMAT Team members, from independent contractors to Dodge County employees, additional funds are needed in the 2016 Emergency Management Department Budget to pay for wages, payroll taxes, drug testing, and reimbursement of mileage for miles traveled to and from deployments, for the proposed positions of *Hazardous Materials Responder* for the period of time commencing on February 17, 2016, and ending on December 31, 2016, both inclusive; and,

WHEREAS, there are funds in Business Unit 1390, Contingent Appropriation, in the amount of \$4,994, available for transfer and sufficient to pay for wages, payroll taxes, drug testing, and reimbursement of mileage for miles traveled to and from deployments, for the proposed positions of *Hazardous Materials*

Responder during the period of time commencing on February 17, 2016, and ending on December 31, 2016, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates 30 new, non-benefited, occasional part-time, miscellaneous, positions of *Hazardous Materials Responder* in the Dodge County Emergency Management Department, effective February 17, 2016; and,

BE IT FINALLY RESOLVED, that the Dodge County Finance Director is hereby authorized and directed to transfer funds in the amount of \$4,994 from Business Unit 1390, Contingent Appropriation, to various wages and fringe benefits object expenditure accounts and to other object expenditure accounts, as required, in Business Unit 2825, HAZMAT, to be used to pay for wages, payroll taxes, drug testing, and reimbursement of mileage for miles traveled to and from deployments, for the 30 newly-created positions of *Hazardous Materials Responder* during the period of time commencing on February 17, 2016, and ending on December 31, 2016, both inclusive.

All of which is respectfully submitted this 17th day of February, 2016.

Dodge County Executive Committee:

Russell Kottke

Harold Johnson

Donna Maly

Joseph M. Marsik

MaryAnn Miller

Jeff Berres

David Frohling

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or _____ No

Fiscal Impact on the adopted 2016 Budget:

\$ _____

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.

David Frohling, Chairman
Dodge County Finance Committee

DODGE COUNTY JOB DESCRIPTION

Current Wages: \$7.25/hr Trainings/Meetings; \$35/hr HazMat Call out

JOB TITLE:	Hazardous Materials Responder	FLSA STATUS:	Non-exempt
DEPARTMENT:	Emergency Management	REPORTS TO:	Emergency Management Director
LOCATION:	Law Enforcement Building	DATE:	DRAFT
LABOR GRADE:	Non-Union Miscellaneous	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general Direction of the Emergency Management Director, serves as a resource to Dodge County response agencies in protecting the citizens by providing specialized equipment, training, and personnel for Hazardous Materials Response in order to contain, confine, and mitigate a hazardous material spill or leak. Operates under regulations CFR 29, CFR 40, and CFR 49, and Wisconsin Statue 323 under the supervision of the Emergency Management Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responds to chemical emergencies occurring in Dodge County as the result of a spill, leak, release, fire, uncontrolled reaction, abandoned receptacles, and/or mishandling of material(s) as requested by the local Incident Commander through Dodge County Central Communications.
2. Reports to scene/staging area, determined by the Incident Commander or Emergency Management.
3. Coordinates efforts with other agencies to mitigate the situation.
4. Employs the use of the Incident Command System (ICS) as defined by the National Incident Management System (NIMS).
5. Assists Incident Commander and Team Coordinator in assessing hazardous or potentially hazardous conditions and rapidly identifies the immediate hazards that may affect the public, response personnel, and the environment including: contamination, weather observations, referencing of materials, hazmat control zones, evacuation, air sampling, containment, and Incident Action Plan (IAP).
6. Utilizes proper protective equipment in accordance to incident level criteria.
7. Follows contamination control procedures to minimize the transfer of hazardous substances from the scene by establishing control zones and decontaminating people and equipment.
8. Implements Incident Action Plan (IAP) by providing support to the Incident Commander or designee in one or more of the following roles: Team Coordinator (HazMat Group Supervisor), Platoon Officer, HAZMAT Safety Officer, and/or Team member.
 - a) Team Coordinator (HazMat Group Supervisor):
 - i. Reports to Incident Commander.
 - ii. Organizes, assigns, and responsible overall HAZMAT operations during deployments.
 - iii. Provides incident documentation.
 - iv. Recommends equipment needs and budget requests.
 - b) Platoon Officer:
 - i. Reports to HazMat Group Supervisor.
 - ii. Assumes the duties of the HAZMAT Team Coordinator in his/her absence.
 - iii. Sets up, initiates, conducts, and documents all training exercises.
 - iv. Maintains equipment, inventory and record keeping including: equipment manuals, inventory records, warranty data, safety inspection records, replacement needs, and equipment acquisition.
 - v. Maintains a safety inspection record of the HAZMAT Team vehicle.
 - c) HAZMAT Safety Officer:
 - i. Assists incident command and the HAZMAT team to assure a safe response and to ensure proper mitigation.
 - ii. Monitors and assesses HAZMAT operations for safety compliance. Mitigates unsafe situations and develops measures to assure personnel safety, which may include: recommending levels of protection, monitoring safety conditions, implementing on-site safety and health plan, and monitoring physical health of the team members during operations.
 - iii. Provides safety activities during training sessions.
 - iv. Authorizes to stop operations or activities due to unsafe or unstable conditions.
 - d) Team Members:
 - i. Reports to Platoon Officer
 - ii. Performs duties, as assigned, to an entry team to assist with assessing degree of hazard, identifying products, identifying containment needs, and performing necessary actions to mitigate the incident as identified in the Incident Action Plan.
 - iii. Performs duties, as assigned, to a rescue team to remain on standby outside the contaminated area and in an emergency, assists the entry team.
 - iv. Performs duties, as assigned, as reference or recorder, to provide information and documentation to formulate the action plan.
 - v. Performs duties, as assigned, to Decontamination Leader to ensure proper decontamination procedures are followed to prevent the transmigration of contaminants.
 - i. Performs duties, as assigned, to Decontamination Zone Team Member to set up and operate the decontamination system for decontaminating personnel and equipment leaving the contaminated area.

9. Maintains confidentiality during and after deployments.
10. Attends training, meetings and conferences and maintains current knowledge of methods and procedures through professional literature, publications, internet, etc.
11. Follows all safety practices and regulations including Incident Safety Plan.
12. Regular attendance and punctuality required.
13. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of National Incident Management System (NIMS) and Incident Command.
 Knowledge of hazardous materials/contaminations classifications and their effects.
 Knowledge of decontamination methods and procedures.
 Knowledge of Emergency Planning and Community Right-to-Know (EPCRA)
 Knowledge of State and Federal regulations including: CFR 29, CFR 40, and CFR 49, and Wisconsin Statue 323.
 Knowledge of Atmospheric Hazard Guide.
 Ability to utilize communication system including radios and standard hand signals.
 Ability to determine the potential for contact with hazardous materials.
 Ability to gather facts and data and draw logical conclusions from such data.
 Ability to prepare accurate records and reports in accordance with State and County regulations.
 Ability to establish and maintain effective relations and working relationships with local, State, and Federal response agencies.
 Ability to exercise judgment, decisiveness and creativity required in situations involving directions, control, and planning of an entire program or multiple programs.
 Ability to communicate effectively orally and in writing, and interact effectively with co-workers and the general public.
 Must meet requirements of Dodge County Driver Qualification Program.
 Must attend at least two (2) of the four (4) quarterly training meetings.
 Must attend annual eight (8) hour refresher course.

EDUCATION AND EXPERIENCE

Must be trained at the Operations or Technician Level and possess a current certificate in compliance with 29 CFR 1910.120 (q), as referenced in Comm 30/NFPA 472, Chap 6.

Operations level team members shall successfully complete: ICS-700, ICS-100, and Hazardous Materials Operations Training (Operations Certificate required). Technical College Fire Service Training, preferred.

Technician level team members shall successfully complete: ICS-700, ICS-100, ICS-200, and Technician Training (Technician Certificate required). Certified Firefighter I, preferred.

Team Officers (Team Coordinator, Safety Officer, Platoon Officer) shall successfully complete: ICS-700, ICS-100, ICS-200, ICS-300, ICS-400, Technician Training (Technician Certificate required.) Certified Fire Fighter II and Certified Fire Officer I, preferred.

A combination of educations and experience that provides the necessary knowledge, skills and abilities may be considered. Must be at least 21 years of age. Must be able to communicate effectively using clear and concise language.

Valid Wisconsin Driver's license and access to reliable transportation required. Must be available twenty-four (24) hours a day, seven (7) days a week.

WORKING CONDITIONS

Works in extreme working conditions including exposure to hazardous materials and various environmental factors/weather conditions, including wearing protective equipment. Works in extreme temperatures (both high and low). The physical demand level for this job is medium to heavy. Must lift and carry objects up to approximately 50 pounds without assistance. Must stand, sit and walk for long periods and at times on uneven terrain. Must use near and far vision. Must constantly hear. Must use hand-eye coordination.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

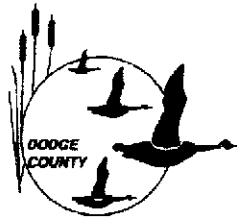
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

REVISED PROPOSAL TO:

Dodge County, WI



FOR:

Business Process Improvement and ERP Advisory Services

**Government Finance Officers Association
(GFOA)**



Research and Consulting Center

**November 2, 2015
REVISED – December 2, 2015
REVISED – January 22, 2016**

Note: *This proposal and description of GFOA methodologies is for the entity listed above. All information herein is confidential and proprietary to GFOA.*



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, IL 60601-1210

312.977.9700 fax: 312.977.4806

January 22, 2016

Julie Kolp
Finance Director, Dodge County
4th Floor, Dodge County Administration Building
127 E. Oak St.
Juneau, WI 53039

EMAIL: jkolp@co.dodge.wi.us

Dear Julie,

The Government Finance Officers Association (GFOA) is pleased to present this revised proposal to Dodge County (the County) for business process improvement and overall advisory services related to the County's ERP project. Our proposal and services are based on discussions with the County and include a focus on the following:

- ERP project readiness
- Business process improvement
- ERP project oversight

All changes suggested in your email from January 14, 2016, have been included.

Over 400 governments have found value in our experienced, expertise, and detailed approach to ERP projects. As one of the premier membership associations for public-sector professionals, GFOA can offer independent, objective, and best practice focused consulting services consistent with our mission to improve government management.

If there are any questions or if you would like to further discuss the proposal, please let me know.

Sincerely,

Mike Mucha
Director, Research and Consulting Center
Government Finance Officers Association



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Project Overview

GFOA brings the expertise gained from our work with hundreds of public sector organizations. We combine this experience with a deep understanding of industry best practices, ERP implementation, project oversight, and organizational change management. In most projects, we typically assume the role of providing independent quality assurance, business process and public sector process subject matter expertise, risk identification, and contract compliance. Many of those projects begin as our client is going through initial the initial planning stages for an ERP project. With the County, we understand that the County has selected Tyler Technologies as its software vendor and is in the process of negotiating a contract with that vendor. This proposal provides services to help the County in negotiating that contract while also preparing for and executing the project. However, the majority of GFOA's services will focus on business process improvement and ensuring that a process is in place for analyzing current business processes, making decisions consistent with industry best practices, and working to apply those new business processes to the system. Specific services include:

- Independent quality assurance
- Risk Identification
- ERP Project Readiness
- Project Planning and Oversight
- Business Process Improvement
- Business Process Decision Making consistent with Industry Best Practices
- Configuration Testing
- Acceptance / Close Out

Throughout the project, GFOA would assign a small project team of two to three consultants that would be able to understand the County, its goals, policies, and unique concerns, become knowledgeable with the County project, be able to identify risks and issues, and provide specific recommendations.

GFOA consultants would have prior experience working with other ERP projects in similar organizations. GFOA is planning on assigning Rob Roque, GFOA's Technology Solutions Manager as the GFOA project lead. He is currently serving as GFOA project lead at Kenosha County, WI and Dunn County, WI on similar engagements.



Task 1: Project Readiness

Successful ERP projects utilize a detailed project plan and effective project management structure to set expectations, communicate to stakeholders, and manage project resources, timelines, and outcomes. GFOA will work with the County to develop a project plan for successful implementation of its ERP system *and* implementation of improved business processes to best leverage the system (and adhere to recognized industry guidelines). GFOA would also work to establish important project quality control points and a reporting format to communicate key issues, risks, and progress throughout the project. GFOA will establish an initial high level project plan to help with ongoing planning efforts and then be involved working with the County and Tyler to ensure that the software implementation considers the steps necessary to fully transition the County's business processes.

GFOA will also work with the County to establish the necessary governance structures and project teams necessary to carry out the project. This will include working with the County to identify key resources for the project and establishing a project charter that defines roles, project goals, and key guidelines/principles for the project.

As part of ongoing oversight, GFOA expects to be involved with review of the current County/ERP vendor contract and suggest edits that the County will negotiate with Tyler Technologies. In the past 5 years, GFOA has negotiated many contracts with Tyler Technologies and other software vendors and has been able to successfully negotiate protections for our clients not found in the vendors' standard agreements. These protections are critical for ongoing quality assurance and accountability with the project. GFOA understands that the County would like to negotiate its own contract; however we expect that the following terms will be part of the County's agreement.

- Tyler's response to detailed functional requirements and a warranty that covers the configuration and implementation of those requirement responses
- Pre and post live acceptance testing with sufficient testing periods
- Detailed statement of work with defined roles and project expectations
- Definition of critical deliverables
- Milestones and control points

Task 1: Project Planning		
Phase Duration:	TBD	
On-Site Presence	2-3 trips expected	
Deliverables	Description	Amount
1	Project Planning Documents <ul style="list-style-type: none"> • Initial Project Plan • Project Governance Structure • Project Charter Development 	\$20,150
2	Contract Review and Comment	\$6,000
3	Complete Project Plan Development <i>(to be completed with Tyler)</i>	\$9,275
	Total	\$35,425

Deliverable Expectations:

- 1) GFOA will work with the County's project manager and key members of the County's steering committee to develop an initial project plan for the project. The plan will focus on identifying critical tasks for business process improvement and approximate timeframes for the software implementation.
- 2) GFOA will provide one review of the County's contract document provided by Tyler and GFOA will provide a report and facilitate a conference call identifying any issues and GFOA recommendations. If the County would like GFOA to provide any additional work on the contract GFOA would bill hourly at \$200/hour.
- 3) GFOA will work with the County and Tyler to help prepare the software implementation project plan. GFOA expects to be working primarily in a quality assurance role to make sure statement of work requirements are worked into the project plan and that sufficient time is allocated for business process improvement work.



Task 2: Business Process Improvement

For each of the identified processes (a listing is provided below), GFOA will facilitate process improvement services. Initially, this will include the development of a process map (also called a process flow diagram or value stream map). These documents provide a visual tool to analyze a given business process, and facilitates the discovery of improvement opportunities. GFOA uses Microsoft Visio to develop the maps, and documents an accompanying narrative in Microsoft Word. All maps will be provided to the County in a format accessible for the County (example PDF or word document).

The GFOA mapping process is a highly collaborative one and will involve participation of a wide variety of stakeholders. This step is extremely important to the success of the project and allows various stakeholders to better understand existing processes (including limitations and inefficiencies). As part of this process, GFOA will also begin to discuss improvement opportunities. ***In addition to focus group meetings for the processes listed below, GFOA will schedule one-on-one meetings with each department head to allow for further discussion and conformation of department processes.*** All maps will be accompanied by GFOA's initial analysis and recommendations.

Process List	
Process	Task / Topics*
Accounting	<ul style="list-style-type: none"> • Chart of Accounts • General Ledger Transactions • Internal Service Charges • Activity Costing • Grant / Project Tracking • Financial Reporting
Budget	<ul style="list-style-type: none"> • Operating Budget • Capital Improvement Planning (CIP) • Capital Budget • Budget Adjustments / Amendments
Procure – Pay	<ul style="list-style-type: none"> • Vendors

Process List	
	<ul style="list-style-type: none"> • Purchase Requisitions • Purchase Orders • Contract Management • Change Order • Receiving • Inventory • Accounts Payable • P-Cards • Employee Expense Reimbursement • Vendor Self Service
Customer Billing	<ul style="list-style-type: none"> • Customer File • Billing • Accounts Receivable
Treasury	<ul style="list-style-type: none"> • Cash Receipts • Interest Allocation • Bank Reconciliation • Investments
Asset Management	<ul style="list-style-type: none"> • Asset Acquisition • Asset Lifecycle <ul style="list-style-type: none"> ◦ Work Order / Fleet Management • Depreciation • Transfer / Disposal / Retirement
Time Entry – Payroll	<ul style="list-style-type: none"> • Interface to Kronos

** Note: Not all topics/processes will have maps. For some processes, such as the chart of accounts, mapping is not applicable. In these cases, GFOA will provide alternate documentation and analysis.*

In addition to the maps, GFOA will work with County staff to prepare a comprehensive system inventory. GFOA utilizes several methods of identifying systems including: business process maps, surveys, focus groups, departmental staff interviews, and system observations. Often the exercise of developing a system inventory is an ongoing task as new systems are continually identified. Included in the system inventory, GFOA includes all commercial applications, home grown applications, shadow/silo systems, stand-alone spreadsheets or databases, forms, records, notes, or other tools that either store information or are used for business process transactions. From experience, GFOA has found that identification of a comprehensive system inventory is an effective way of identifying business process improvement options (especially those that relate to elimination of redundant tasks) and a vital ERP implementation readiness activity. GFOA will assist the County in preparing a system inventory by providing templates and guidance, but GFOA expects that the County will take a lead role in documenting current systems.

Once maps are developed, GFOA consultants will conduct an analysis to compare the existing processes identified in the table under Task 1 as in scope for to-be design against recognized local government and public sector best practices (*Note: part of this analysis will occur during the mapping sessions*). It is our experience that some processes are heavily dependent on system features and the design process can be delayed until the implementation project. For other business processes, that occur both inside and outside of a system (such as the organizational process to process purchase requisitions), it is best to develop a to-be design process prior to engaging specific software capabilities.



With many processes, GFOA assumes that the County will be making significant changes from what has occurred in the past. GFOA will lead business process design sessions to ensure that the County will deploy best business practices rather than “re-creating the old system.” As part of this task, GFOA would take a lead role in facilitating a change to the County’s chart of accounts.

GFOA will provide recommended to-be process maps based on our analysis and the County’s feedback during the mapping sessions. All to-be maps will be discussed with the County and this will provide county project team members an opportunity to review, validate and ultimately make decisions on the high-level to-be process definition.

GFOA consultants will bring best practice expertise from a number of sources including: past consulting experience, best practice research, and will conduct benchmark research with other leading comparable organizations if necessary. Overall, GFOA will focus on attempting to simplify and standardize processes, apply best practices, and implement a more efficient way of doing business for the County.

Along with the to-be process design, GFOA will work to develop functional requirements for each major step in the process. GFOA focuses functional requirements development on business process. At each step in the business process we will determine both the system requirements and implementation requirements and document those using a Microsoft Excel template that will be sent to Tyler Technologies. Tyler Technologies will respond to each requirement and validate that it is included in the scope of the project. Requirements development focus on functional requirements that define “what” needs to be completed (such as tasks, outputs, interfaces, calculations, processing, etc.) and not on “how” the system or the organization handles tasks currently. This allows for future improvement and full utilization of the system tools and built in processes to make the County more efficient.

Note: GFOA expects that the County will make decisions. GFOA will provide recommendations, but the County must make decisions in a timely manner.

Task 2: Business Process Improvement		
Phase Duration:	3 months	
On-Site Presence	5-8 trips expected	
Deliverables	Description	Amount
4	Current Process Documentation and Analysis	\$60,650
5	To Be Processes	\$28,925
6	Functional Requirements	\$20,000
	Total	\$109,575

Deliverable Expectations:

- 4) *Current process documentation and analysis will be by functional area and include a process map and related analysis. GFOA assumes that all departments from across the County would be included in the same functional discussions around each process.*
- 5) *GFOA will create to be recommendations and document to-be processes for the County's review and decision making. GFOA expects that any further modification be done by County staff. After the recommendation, GFOA feels strongly that the County project team or steering committee must own process decisions for them to be adopted and accepted.*



- 6) *The functional requirements that are developed will be similar to those that GFOA would insert into an RFP for ERP software. Functional requirements will be organized by business process and allow the project scope to be communicated to the vendor in detail. They will also serve as the final acceptance criteria. GFOA expects over 500 requirements.*



Task 3: Project Oversight

GFOA will also provide a project oversight role throughout the County's project. A project oversight role with GFOA will enable the County to leverage the presence that GFOA has in the public sector technology industry, and will allow the County to benefit from ERP implementation experience and research along with access to our nationwide membership network.

Essentially, GFOA's role could be to provide an early warning mechanism and guide, to your project manager and steering committee at various points in the implementation process by tracking the progress of activities within the project plan and identifying risk areas. We expect that our ongoing project oversight tasks would focus on the following:

While GFOA is familiar with most ERP systems, our consultants are not implementers and we would not be qualified to actually configure the system. Many projects fail to keep focus on the "big picture" and the traceability from requirements to process to system. GFOA's role would be to help ensure that this connection for the County is a visible part of the project.

While this is occurring, GFOA will develop test scripts and will help oversee the overall testing of the configured system. GFOA would also be available to take a lead role in helping to resolve any training issues.

Training Planning and Development

Training end users on both business process and new system features is a critical part of an ERP project. GFOA is proposing to help the County prepare an organization wide training plan to sufficient reach all users with the knowledge to be effective within the County's new business processes and new system. The training process also provides an opportunity to identify and address any resistance or change management issues with the new system. GFOA's proposed training plan will put in place the timelines, roles, and processes for the County to manage the overall training effort.

GFOA can also assist the County with training material development. County end users will need to be trained on both system features as well as business process changes. GFOA assumes that Tyler Technology has templates and standard training documentation for the system processes that can be adopted to include the County's business processes. GFOA would be available to assist the County's project team in developing training documentation and delivering training on the processes listed below (note: these processes were selected due to the impact on a wide range of end users):

- 1) Chart of accounts
- 2) Project / Grant tracking
- 3) Procure to pay process





- 4) Billing and AR process
- 5) Fixed asset process
- 6) Budget
- 7) Financial Reporting
- 8) Treasury
- 9) Payroll Interface
- 10) Highway (work order, fleet, and inventory)

Formal Acceptant / Project Close

In addition to project oversight activities, GFOA will take a lead role in facilitating a formal acceptance and project close out process. The requirements developed in Task 2 will be used as the primary criteria for determining if the system configuration is complete. In addition, GFOA expects that the statement of work to the contract between the County and its ERP vendor will clearly identify an overall acceptance process.

Tracking implementation of functional requirements (rather than “modules”) is critical to ensure that the system scope has been fulfilled. Many times, vendors will only implement what is minimally necessary and the County is left without a complete system (often, for which it paid a large amount). GFOA has worked with many organizations to help manage the system acceptance process and can provide an independent perspective to project completion.

Ongoing Project Oversight

GFOA consultants will maintain an ongoing presence throughout the project to provide oversight, risk identification, recommendations, and other advisory services throughout the implementation. With this role, GFOA will remain active in monitoring the implementation of the business process improvements and can be used to resolve any issues or change management hurdles – including working with individual departments to work through functional or system obstacles.

GFOA also regularly provides guidance at the steering committee level to make sure that the project is accomplishing goals, the governance structure is working properly, and that all stakeholders on the project are held accountable. When issues arise, we are often used to facilitate resolution.

For 10 months, GFOA will plan on being onsite for 10 months. For months, to be determined mutually between GFOA and the County, GFOA will provide ongoing project oversight services remotely and will stay informed of the project.

Task 3: Project Oversight		
Phase Duration:	15 months (expected)	
On-Site Presence	1 trip per month (plus as necessary) for 10 months (5 months w/ no visit)	
Deliverables	Description	Amount
7	System Design Review	OUT OF SCOPE
8	Training Planning	\$13,950
9	Training Development Assistance	\$55,375
10	Phase Closure Review	\$9,175
M_?	Monthly Status Reports (10 months at \$ 7,263 per month) (5 months at \$0)	\$72,625

**Deliverable Expectations:**

- 7) After the Tyler and County project teams complete the system design / configuration documents, GFOA will provide a quality review of the documentation to ensure that it is consistent with the business process documentation. GFOA will also review for any other issues. Issues will be communicated to the County through a report
- 8) GFOA will prepare a training plan focusing on change management concerns, organizational issues, and unique considerations that the County will need to take into consideration with its training effort. If possible, GFOA would coordinate training planning with Tyler's project team.
- 9) GFOA will develop training manuals using Tyler documentation and the County's business process documentation to facilitate end user learning.
- 10) GFOA will document that all contract requirements (including functional requirements) are met at the close of the project.
- M) GFOA will provide monthly status reports that identify risks, provide recommendations, and communicate other issues to the County's steering committee and project manager. Status reports will be based on GFOA's ongoing involvement in the project (through completion of the deliverables identified in this proposal) and its planned one trip per month of project oversight.





Pricing

- All pricing is provided as a fixed fee, inclusive of all travel costs, for the scope described within this proposal.
- GFOA will invoice the County for any deliverables/milestones completed in the previous month
- In calendar year 2016, GFOA agrees to accept maximum payment of \$114,000. In the event that GFOA provides more than \$114,000 of services related to this proposal, GFOA will invoice for such services in calendar year 2017.

Phase/Deliverable	Milestone	Price
1	Project Planning	
1	Project Planning Documents	\$20,150
2	Contract Review and Comment	\$6,000
3	Complete Project Plan Development (<i>to be completed with Tyler</i>)	\$9,275
2	Business Process Improvement	
4	Current Process Documentation and Analysis	\$60,650
5	To Be Processes	\$28,925
6	Functional Requirements	\$20,000
3	Project Closure	
7	System Design Review	OUT OF SCOPE
8	Training Planning	\$13,950
9	Training Development Assistance	\$55,375
10	Project Closure Review	\$9,175
M	Monthly Status Reports (10 months at \$7,263 per month)	\$72,625
TOTAL		\$296,125





Project Staffing

GFOA has included short bios for all key staff proposed to be a part of this project.

Rob Roque joined GFOA in 1998, and is now the Technology Services Manager for the Research and Consulting Center. He has significant experience with large governments, having served as the Project Manager for Cook County, IL, Fairfax County, VA, Montgomery County, MD, the City of Philadelphia, PA, and the California Administrative Office of the Courts requirements definition and ERP software selection projects. Rob's primary responsibilities with GFOA are to serve on implementation advisory service projects, ERP selection service projects, and technology needs assessments. Rob also assists with GFOA's ERP and project management training curriculum and assists with testing technology for the GFOA organization.

Prior to joining GFOA he was a Senior Budget Analyst with the City of Pittsburgh, PA where he was responsible for the budgetary structure/general ledger design and design of the management reports for the implementation of the City's PeopleSoft implementation.

Education:

M.U.R.P., University of Pittsburgh, Pittsburgh, PA

B.A., University of Pittsburgh, Pittsburgh, PA

Certification:

Project Management Professional (PMP)

SAP: Integrator of mySAP Public Sector

Mike Mucha joined GFOA in 2006 and is now GFOA's Deputy Executive Director and the Director of the Research and Consulting Center. In this role, Mike oversees GFOA consulting projects, research activities, the Government Finance Review, planning for GFOA training and conference, the GFOA website, and other strategic initiatives for GFOA. Mike also leads GFOA's consulting practice and focuses on providing guidance to local governments on how to use technology more effectively, improve business processes and administrative practices, and implement best practices in financial management. Mike has managed projects for both large and small governments, regularly speaks at GFOA training events, and has written numerous articles on public sector enterprise technology applications, budgeting, performance management, and strategic planning.

Education:

B.B.A in Economics, University of Iowa

M.S. in Public Policy and Management, Carnegie Mellon University





Mark is a consultant in the GFOA's Research and Consulting Center. Prior to joining GFOA, He worked in municipal government and higher education. Mark supports government jurisdictions through various finance related consulting projects and technology acquisitions such as Enterprise Resources Planning (ERP) systems. He also conducts research and writes on various topics impacting public sector finance. Mark has publications on topics such as financial transparency, citizen engagement, performance management, process improvement, and healthcare cost control in the public sector. He also writes for GFOA's newsletter which highlights innovations in public sector finance. The application of Lean principles to improve government finance is also an area of focus for Him. In addition to research and consulting, Mark also staffs various finance and budget related professional development trainings.

Education:

BBA, Barry University – Miami Shores, FL

MPPA, Northwestern University – Evanston, IL





Project Notes

- ❖ GFOA will complete tasks in this proposal with a combination of on-site and off-site work. Work performed off site will include review of project deliverables, the development of other GFOA reports. However, to be effective with project oversight, some work will occur on-site and GFOA has included expected travel costs in this proposal. On site trips will be approximately 2 days in length and include 1 or 2 GFOA consultants. Where GFOA has identified its on-site presence as "TBD," GFOA expects that this would not include more than 2 trips per month.
- ❖ GFOA will be provided access to the ERP implementation effort, including access to the ERP system, when on-site and in a remote fashion when off-site, including the project team network and any project management tools (example: SharePoint site). This access will be the same as that afforded to the implementation team. It will also include access to the proprietary tools used by the project team members for implementation of the ERP application.
- ❖ GFOA will bill at the end of each month for any deliverables / milestones completed in the previous month.
- ❖ If it becomes necessary for the County to request additional resources or expand scope beyond what is listed in this proposal, such additional work shall be secured as an amendment to the contract between the County and the GFOA, and the work will be performed at an hourly rate of \$200 per hour. Alternatively, GFOA and the County can develop a fixed-fee price for a discrete deliverable.
- ❖ As an educational, nonprofit, professional membership association, GFOA reserves the right to publish non-confidential documents describing the results of, or created during, the services described in this scope of work. GFOA will not publish any item with the name of the County without obtaining prior written consent of the government.
- ❖ GFOA is a nonprofit membership association made up of members representing organizations like the County. GFOA's liability and indemnification under any agreement reached with your organization will be limited to the extent of fees paid by insurance coverage currently in force. This limitation applies to all exposures under this engagement.
- ❖ The County recognizes that GFOA's role is to provide information, project management support, analysis, and oversight. As such, GFOA bears no responsibility for the performance of the software, hardware, or implementation service suppliers.



Glossary

The following acronyms are used in this proposal.

CIP – Capital Improvement Program or Capital Improvement Plan is a multi-year plan to address an organization's capital needs. A CIP typically includes an assessment of needs, proposed projects, and funding.

ERP – Enterprise Resource Planning systems are centralized database software systems that are used to facilitate the County's administrative functions such as finance, procurement, human resources, payroll, work orders, and others.

GFOA – Government Finance Officers Association of the United States and Canada is a 501(c)3 non-profit organization. Consulting services described in this proposal will be provided by GFOA.

P-Cards – Purchasing Cards provide a method of payment and can be used as part of a larger procurement strategy along with purchase orders. P-cards are often used for small dollar purchases or to earn a rebate.

PDF – Portable Document Format refers to a file format that is generally accessible and can be viewed, printed, and electronically transmitted.

TBD – To Be Determined. At this time, this information is unknown. GFOA and the County will mutually agree on this term at a later date.

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, at the request of the Dodge County Executive Committee, the Dodge County Human Resources and Labor Negotiations Committee has studied and analyzed a proposal to place the Dodge County Administrator position (Administrator position) on the Dodge County Compensation Plan, also known as the Dodge County labor grade structure (labor grade structure); and,

WHEREAS, on November 9, 2015, the Dodge County Director of Human Resources sent a Job Description Questionnaire for the Administrator position to Carlson Dettmann Consulting, LLC, 6733 Frank Lloyd Wright Avenue, Middleton, Wisconsin (Carlson Dettmann); and,

WHEREAS, in response to the Job Description Questionnaire, Carlson Dettmann submitted a report to the Director of Human Resources regarding the proposal to place the Administrator position on the labor grade structure; and,

WHEREAS, on December 15, 2015, at a meeting of the Human Resources and Labor Negotiations Committee, Patrick Glynn, Senior Consultant of Carlson Dettmann, conferred with the Committee about the proposal to place the Administrator position on the labor grade structure; and,

WHEREAS, as a result of these studies and analyses by the Human Resources and Labor Negotiations Committee of the proposal to place the Administrator position on the labor grade structure, the Committee took formal action:

1. On December 15, 2015, to adjust the labor grade structure by adding Labor Grade 17 and Labor Grade 18, and to place the Administrator position into Labor Grade 18 of the newly-adjusted labor grade structure;
2. On February 2, 2016, upon the recommendation of the Dodge County Executive Committee, to place the Administrator position in Step 1 of Labor Grade 18, of the labor grade structure, effective July 9, 2016; and,
3. On February 2, 2016, to provide that future step increases for the individual occupying the Administrator position shall be determined based on performance evaluations to be conducted by the Dodge County Executive Committee, all of which shall be conducted in accordance with Dodge County Policies relating to the implementation and administration of the newly-adjusted labor grade structure, except that any performance evaluation resulting in a rating, which as to other employees, would be subject to review and approval by the County Administrator, will instead be subject to review and approval by the Chairman of the Dodge County Board of Supervisors; and,

WHEREAS, there are funds in the 2016 Dodge County Administrator Budget available and sufficient to fund wages and fringe benefits for the Administrator position at Step 1 in Labor Grade 18 of the labor grade structure, during the period of time commencing on July 9, 2016, and ending on December 31, 2016, both inclusive; and,

WHEREAS, a copy of the Dodge County Compensation Plan has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, a copy of a document entitled *2016 Wages and Fringe Benefits for the Dodge County Administrator Position* has been marked for identification as Exhibit "B", and has been attached hereto; and,

WHEREAS, a copy of a document entitled *County Administrator Compensation/Benefit Comparison*, which was compiled and issued by Sheboygan County, Wisconsin, in 2015, has been marked for identification as Exhibit "C", and has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves and ratifies the formal action which the Dodge County Human Resources and Labor Negotiations Committee took:

1. On December 15, 2015, to adjust the labor grade structure by adding Labor Grade 17 and Labor Grade 18, and to place the Administrator position into Labor Grade 18 of the newly-adjusted labor grade structure;
2. On February 2, 2016, upon the recommendation of the Dodge County Executive Committee, to place the Administrator position in Step 1 of Labor Grade 18, of the labor grade structure, effective July 9, 2016; and,
3. On February 2, 2016, to provide that future step increases for the individual occupying the Administrator position shall be determined based on performance evaluations to be conducted by the Dodge County Executive Committee, all of which shall be conducted in accordance with Dodge County Policies relating to the implementation and administration of the newly-adjusted labor grade structure, except that any performance evaluation resulting in a rating, which as to other employees, would be subject to review and approval by the County Administrator, will instead be subject to review and approval by the Chairman of the Dodge County Board of Supervisors.

All of which is respectfully submitted this 17th day of February, 2016.

Dodge County Executive Committee:

Russell Kottke

Harold Johnson

Donna Maly

Joseph M. Marsik

MaryAnn Miller

Jeff Berres

David Frohling

Dodge County Human Resources and Labor Negotiations Committee:

Joseph Marsik

Jeffry Duchac

David Frohling

Dennis Schmidt

Richard Greshay

DODGE COUNTY COMPENSATION PLAN
EFFECTIVE: JANUARY 1, 2016

Labor Grade	Control Point Step 6						Merit Pay (effective 01/01/16)															Max Step14B
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	
	87.50%	90.00%	92.50%	95.00%	97.50%	100%	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%	113.75%	115.00%	116.25%	117.50%	118.75%	120.00%
1	\$10.89	\$11.20	\$11.51	\$11.82	\$12.13	\$12.44	\$12.60	\$12.75	\$12.91	\$13.06	\$13.22	\$13.37	\$13.53	\$13.68	\$13.84	\$14.00	\$14.15	\$14.31	\$14.46	\$14.62	\$14.77	\$14.93
2	\$12.81	\$13.18	\$13.54	\$13.91	\$14.27	\$14.64	\$14.82	\$15.01	\$15.19	\$15.37	\$15.56	\$15.74	\$15.92	\$16.10	\$16.29	\$16.47	\$16.65	\$16.84	\$17.02	\$17.20	\$17.39	\$17.57
3	\$14.74	\$15.16	\$15.58	\$16.00	\$16.42	\$16.84	\$17.05	\$17.26	\$17.47	\$17.68	\$17.89	\$18.10	\$18.31	\$18.52	\$18.73	\$18.95	\$19.16	\$19.37	\$19.58	\$19.79	\$20.00	\$20.21
4	\$16.66	\$17.14	\$17.61	\$18.09	\$18.56	\$19.04	\$19.28	\$19.52	\$19.75	\$19.99	\$20.23	\$20.47	\$20.71	\$20.94	\$21.18	\$21.42	\$21.66	\$21.90	\$22.13	\$22.37	\$22.61	\$22.85
5	\$18.59	\$19.12	\$19.65	\$20.18	\$20.71	\$21.24	\$21.51	\$21.77	\$22.04	\$22.30	\$22.57	\$22.83	\$23.10	\$23.36	\$23.63	\$23.90	\$24.16	\$24.43	\$24.69	\$24.96	\$25.22	\$25.49
6	\$20.51	\$21.10	\$21.68	\$22.27	\$22.85	\$23.44	\$23.73	\$24.03	\$24.32	\$24.61	\$24.91	\$25.20	\$25.49	\$25.78	\$26.08	\$26.37	\$26.66	\$26.96	\$27.25	\$27.54	\$27.84	\$28.13
7	\$22.44	\$23.08	\$23.72	\$24.36	\$25.00	\$25.64	\$25.96	\$26.28	\$26.60	\$26.92	\$27.24	\$27.56	\$27.88	\$28.20	\$28.52	\$28.85	\$29.17	\$29.49	\$29.81	\$30.13	\$30.45	\$30.77
8	\$24.36	\$25.06	\$25.75	\$26.45	\$27.14	\$27.84	\$28.19	\$28.54	\$28.88	\$29.23	\$29.58	\$29.93	\$30.28	\$30.62	\$30.97	\$31.32	\$31.67	\$32.02	\$32.36	\$32.71	\$33.06	\$33.41
9	\$26.29	\$27.04	\$27.79	\$28.54	\$29.29	\$30.04	\$30.42	\$30.79	\$31.17	\$31.54	\$31.92	\$32.29	\$32.67	\$33.04	\$33.42	\$33.80	\$34.17	\$34.55	\$34.92	\$35.30	\$35.67	\$36.05
10	\$28.21	\$29.02	\$29.82	\$30.63	\$31.43	\$32.24	\$32.64	\$33.05	\$33.45	\$33.85	\$34.26	\$34.66	\$35.06	\$35.46	\$35.87	\$36.27	\$36.67	\$37.08	\$37.48	\$37.88	\$38.29	\$38.69
11	\$30.14	\$31.00	\$31.86	\$32.72	\$33.58	\$34.44	\$34.87	\$35.30	\$35.73	\$36.16	\$36.59	\$37.02	\$37.45	\$37.88	\$38.31	\$38.75	\$39.18	\$39.61	\$40.04	\$40.47	\$40.90	\$41.33
12	\$32.06	\$32.98	\$33.89	\$34.81	\$35.72	\$36.64	\$37.10	\$37.56	\$38.01	\$38.47	\$38.93	\$39.39	\$39.85	\$40.30	\$40.76	\$41.22	\$41.68	\$42.14	\$42.59	\$43.05	\$43.51	\$43.97
13	\$33.99	\$34.96	\$35.93	\$36.90	\$37.87	\$38.84	\$39.33	\$39.81	\$40.30	\$40.78	\$41.27	\$41.75	\$42.24	\$42.72	\$43.21	\$43.70	\$44.18	\$44.67	\$45.15	\$45.64	\$46.12	\$46.61
14	\$36.87	\$37.93	\$38.98	\$40.03	\$41.09	\$42.14	\$42.67	\$43.19	\$43.72	\$44.25	\$44.77	\$45.30	\$45.83	\$46.35	\$46.88	\$47.41	\$47.93	\$48.46	\$48.99	\$49.51	\$50.04	\$50.57
15	\$40.72	\$41.89	\$43.05	\$44.21	\$45.38	\$46.54	\$47.12	\$47.70	\$48.29	\$48.87	\$49.45	\$50.03	\$50.61	\$51.19	\$51.78	\$52.36	\$52.94	\$53.52	\$54.10	\$54.68	\$55.27	\$55.85
16	\$44.57	\$45.85	\$47.12	\$48.39	\$49.67	\$50.94	\$51.58	\$52.21	\$52.85	\$53.49	\$54.12	\$54.76	\$55.40	\$56.03	\$56.67	\$57.31	\$57.94	\$58.58	\$59.22	\$59.85	\$60.49	\$61.13
17	\$48.42	\$49.81	\$51.19	\$52.57	\$53.96	\$55.34	\$56.03	\$56.72	\$57.42	\$58.11	\$58.80	\$59.49	\$60.18	\$60.87	\$61.57	\$62.26	\$62.95	\$63.64	\$64.33	\$65.02	\$65.72	\$66.41
18	\$52.27	\$53.77	\$55.26	\$56.75	\$58.25	\$59.74	\$60.49	\$61.23	\$61.98	\$62.73	\$63.47	\$64.22	\$64.97	\$65.71	\$66.46	\$67.21	\$67.95	\$68.70	\$69.45	\$70.19	\$70.94	\$71.69

2016 Wages and Fringe Benefits for the Dodge County Administrator Position

1. Wages and Fringe Benefits in the adopted 2016 Dodge County Budget

A. Wages	\$107,918
B. Fringe Benefits	<u>\$ 33,531</u>
C. Total of Wages plus Fringe Benefits	\$141,449

2. Actual 2016 Wages and Fringe Benefits with a Step 1, Labor Grade 18, Implementation on July 9, 2016

A. Wages	\$107,887
B. Fringe Benefits	<u>\$ 33,527</u>
C. Total of Wages plus Fringe Benefits	\$141,414

County Administrator Compensation/Benefit Comparison

County	2010 Population	2015 (Current) Salary	Years in Position	Retention Incentive	Vehicle Allowance	Expense Allowance	WRS (Employee Portion)	Deferred Comp	Dues for Civic Clubs	Vacation	Personal Days	Professional Development
Ashtabula	16,157											
Barron	45,870	\$105,794	6							24		Memberships to NACA, ICMA, WCEA, WCMA and WICPA
Bayfield	15,014											
Burnett	15,457	\$98,000	2					\$600 annually	As needed	18	Ability to flex as needed	Memberships to WCMA, ICMA, anything else up to \$2500
Calumet	48,971	\$135,000 (to increase \$5,000 per year through 2018 - 2018 salary will be \$150,000)	1	Beginning January 2016, \$4,000 annually paid in \$1,000 quarterly installments. Beginning January 2018, \$8,000 annually in \$2,000 quarterly installments.				County to contribute 3% of annual base salary		PTO @ level 5 (21 years of service). Total per year is 43.		Memberships to NACA, ICMA, WCEA, WCMA and cost of attending one national conference in addition to the NACo conference annually.
Chippewa	62,415											
Dodge	88,759	\$106,300	7							20		Memberships to ICMA, WCMA, WGFOA
Door	27,785	\$108,000	1 month							PTO @ 5 years Service (24 days)		Memberships to ICMA, WCMA and conference support
Douglas	44,159	\$103,022	5	P4P to 120% of scale (potential to \$126,797 - must meet standards for 2 years consecutively to increase salary over 100%).					\$2,000 annual budget covers professional and civic club dues	20	28 hours per year; no carry over - use or lose	Training Budget is \$7,500; includes travel, meal reimbursement, conference/ training costs
Dunn	43,857	\$121,472	14		\$6,900 annually (Determined by multiplying the current standard business mileage rate established by the IRS by 1000. For 2015, the amount is 57.5 cents/mile or \$575)					20		Memberships to NACA, ICMA, WCEA, WCMA and cost of attending one national conference or the NACo conference annually

County Administrator Compensation/Benefit Comparison

County	2010 Population	2015 (Current) Salary	Years in Position	Retention Incentive	Vehicle Allowance	Expense Allowance	WRS (Employee Portion)	Deferred Comp	Dues for Civic Clubs	Vacation	Personal Days	Professional Development
Eau Claire	98,736	\$135,000	1 month						Membership dues, fees and attendant expenses to participate in a local civic or community organization.	26		Memberships to NACA, ICMA, WCEA, WCMA and cost of attending one national conference annually
Iowa	23,687	\$92,000	CURRENTLY VACANT							MTO level 4 of 6 (31 days)		WCMA & ICMA
Jefferson	83,686	\$121,600	2							15	5	Memberships to ICMA, WCEA and WCMA; Pay State Bar annual license fee; Conference expenses based on annual budget
Kewaunee	20,574	\$90,001	6 months							10		
La Crosse	114,638	\$180,245	12	\$12,000	\$2,400 plus travel outside the County on County business will be reimbursed according to County policy			The \$12,000 annual Retention Award is deposited into a deferred compensation account at 25% per quarter	Pay for reasonable membership fees and/or dues for ONE club/organization	25	10	Memberships not limited to ICMA, WCMA, NACo dues and conference expenses
Marathon	134,063	\$124,538	7						Rotary	32.5		ICMA Dues and Conference, WCMA Dues and Conference, WCA Legislative Conference
Marinette	41,749	\$115,000	3 months							20	5	Reasonable
Monroe	44,673	\$95,900	6				100% per contract			23	1.5	Memberships to WCMA, ICMA, GFOA
Ozaukee	86,395	\$128,710	15							20		Memberships not limited to WCMA, WCEA, NACO
Rock	160,331	\$127,500	1		\$6,000	\$2,000		\$4,000 annually		25		Memberships not limited to WCMA, ICMA, WCEA
Sheboygan	115,507	\$130,333	16							22		Membership to WCEA and attending WCA, NACO conferences budgeted

County Administrator Compensation/Benefit Comparison

County	2010 Population	2015 (Current) Salary	Years in Position	Retention Incentive	Vehicle Allowance	Expense Allowance	WRS (Employee Portion)	Deferred Comp	Dues for Civic Clubs	Vacation	Personal Days	Professional Development
St. Croix	84,345	\$160,000	4	Same P4P program as employees. For 2015, amount earned was 2% or \$3,200.	\$4,800 with annual adjustment to reflect increases and decreases in CPI.					36		Memberships to WCMA, ICMA and one area service organization. May attend 2 NACo/NACA and one ICMA Conference annually.
Walworth	102,228	\$150,942	14						As needed	20 (able to bank 6 weeks)	Same as Walworth County employees	Memberships to WCEA, ICMA; ICMA, WCA, NACo annual conferences
Washington	131,887	\$111,966	2						Rotary	25 days PTO		Memberships to WCMA & ICMA. May attend 2 NACo/NACA and one ICMA Conference annually.

September 1, 2015

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, by means of Resolution No. 08-44, adopted by the Dodge County Board of Supervisors on August 19, 2008, the Dodge County Board of Supervisors appointed James E. Mielke as Dodge County Administrator, effective September 22, 2008, and approved, endorsed, and ratified a proposed *County Administrator Employment Agreement*, which was subsequently executed by Dodge County and James E. Mielke, and is dated August 26, 2008; and,

WHEREAS, the Dodge County Executive Committee, at its February 1, 2016, meeting, reviewed the annual compensation for the County Administrator as set forth in the *County Administrator Employment Agreement, Dated August 26, 2008*; and,

WHEREAS, the Executive Committee recommends that the *County Administrator Employment Agreement, Dated August 26, 2008*, be amended as follows:

1. That the provision within Section 8 of the Contract entitled "SALARY" be amended to provide as follows:

"SALARY.

A. Employer shall pay Employee a bi-weekly salary equivalent to an annual amount of \$98,000 divided by 26 bi-weekly pay periods, beginning on Employee's first date of employment and continuing through the remaining pay periods of 2008, 2009, 2010, 2011, and 2012. Commencing with calendar year 2015, the Employer shall pay Employee a bi-weekly salary equivalent to an annual amount of \$106,323 divided by the number of bi-weekly paydays occurring within the calendar year. Thereafter, the salary of the Employee shall be recommended to the County Board by the Executive Committee, with consideration given to Employee's performance.

B. **Notwithstanding the preceding paragraph A, if Employer takes or has taken action to place the position of County Administrator on the Dodge County Compensation Plan, also known as the Dodge County Labor Grade Structure, (or any successor compensation plan applicable to Employer's department heads) ("Plan"), then, as of the effective date of such action, paragraph A of this Section 8 shall be of no prospective effect, and thereafter, Employee's salary shall be based upon the Plan in accordance with the labor grade and step designated by Employer, and any subsequent amendments to the Plan, and any step increases implemented in accordance with Employer's policies regarding step increases under the Plan. Furthermore, if Employer takes action to place the position of County Administrator on the Plan, then, any compensation due to Employee under paragraph A of this Section 8 shall be prorated to the effective date of such action, and any**

compensation due to Employee under the Plan shall be prorated from the effective date of such action.

C. Future step increases for Employee beyond Step 1 of Labor Grade 18 of the Plan shall be determined based on performance evaluations of Employee to be conducted by the Dodge County Executive Committee, all of which shall be conducted in accordance with Dodge County Policies relating to the implementation and administration of the Plan, except that any performance evaluation of Employee resulting in a rating, which if received by any other Dodge County employee or employees, would require review and approval by Employee, will instead be subject to review and approval by the Chairman of the Dodge County Board of Supervisors."

WHEREAS, the requested amendment has been set forth in writing in a document entitled *Seventh Amendment To County Administrator Employment Agreement, Dated August 26, 2008*, a copy of which has been attached hereto; and,

WHEREAS, the Executive Committee recommends that the Dodge County Board of supervisors approve the *Seventh Amendment To County Administrator Employment Agreement, Dated August 26, 2008*, and authorize and direct Russell Kottke, Chairman of the Dodge County Board of Supervisors, to execute the *Seventh Amendment To County Administrator Employment Agreement, Dated August 26, 2008*, on behalf of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves the *Seventh Amendment To County Administrator Employment Agreement, Dated August 26, 2008*, a copy of which has been attached hereto, and hereby authorizes and directs Russell Kottke, Chairman of the Dodge County Board of Supervisors, to execute the *Seventh Amendment To County Administrator Employment Agreement, Dated August 26, 2008*, on behalf of Dodge County.

All of which is respectfully submitted this 17th day of February, 2016.

Dodge County Executive Committee:

Russell Kottke

Harold Johnson

Donna Maly

Joseph M. Marsik

MaryAnn Miller

Jeff Berres

David Frohling

Additions in text are indicated by **underline and bold-faced type.**

Seventh Amendment To County Administrator Employment Agreement Dated August 26, 2008

AGREEMENT made this _____ day of _____, 2016, by and between Dodge County, a Wisconsin quasi-municipal corporation ("Employer" or "County"), and James E. Mielke ("Employee"). The Parties agree as follows:

This Agreement amends the County Administrator Employment Agreement ("Contract"), entered into by and between the Parties on August 26, 2008, as previously amended, and is an amendment to the Contract pursuant to Section 19 of said Contract, which provides that amendments to the Employment Agreement shall be as agreed from time to time and reduced to writing in the same fashion as the Employment Agreement.

The Parties further agree as follows:

That *Section 8 Salary and Benefits* of the *County Administrator Employment Agreement, dated August 26, 2008*, as amended (by the November 12, 2009 Amendment, the May 18, 2011 Second Amendment, the January 5, 2012 Third Amendment, the December 26, 2012 Fourth Amendment, the December 19, 2013 Fifth Amendment **and the November 13, 2014 Sixth Amendment** to the County Administrator Employment Agreement Dated August 26, 2008) (the "Contract"), shall be amended as follows:

1. The provision within Section 8 of the Contract entitled "SALARY" shall be amended to provide as follows:

"SALARY.

A. Employer shall pay Employee a bi-weekly salary equivalent to an annual amount of \$98,000 divided by 26 bi-weekly pay periods, beginning on Employee's first date of employment and continuing through the remaining pay periods of 2008, 2009, 2010, 2011, and 2012. Commencing with calendar year 2015, the Employer shall pay Employee a bi-weekly salary equivalent to an annual amount of \$106,323 divided by the number of bi-weekly paydays occurring within the calendar year. Thereafter, the salary of the Employee shall be recommended to the County Board by the Executive Committee, with consideration given to Employee's performance.

B. **Notwithstanding the preceding paragraph A, if Employer takes or has taken action to place the position of County Administrator on the Dodge County Compensation Plan, also known as the Dodge County Labor Grade Structure, (or any successor compensation plan applicable to Employer's department heads) ("Plan"), then, as of the effective date of such action, paragraph A of this Section 8 shall be of no prospective effect, and thereafter, Employee's salary shall be based upon the Plan in accordance with the labor grade and step designated by Employer, and any subsequent**

amendments to the Plan, and any step increases implemented in accordance with Employer's policies regarding step increases under the Plan. Furthermore, if Employer takes action to place the position of County Administrator on the Plan, then, any compensation due to Employee under paragraph A of this Section 8 shall be prorated to the effective date of such action, and any compensation due to Employee under the Plan shall be prorated from the effective date of such action.

C. Future step increases for Employee beyond Step 1 of Labor Grade 18 of the Plan shall be determined based on performance evaluations of Employee to be conducted by the Dodge County Executive Committee, all of which shall be conducted in accordance with Dodge County Policies relating to the implementation and administration of the Plan, except that any performance evaluation of Employee resulting in a rating, which if received by any other Dodge County employee or employees, would require review and approval by Employee, will instead be subject to review and approval by the Chairman of the Dodge County Board of Supervisors."

All other provisions of the *County Administrator Employment Agreement, dated August 26, 2008*, as previously amended, shall remain in full force and effect, and are not amended in any respect by this Seventh Amendment.

EMPLOYER:

EMPLOYEE:

DODGE COUNTY

JAMES E. MIELKE

Russell Kottke, Chairman
Dodge County Board of Supervisors

James E. Mielke

Dated: _____, 2016

Dated: _____, 2016

ATTEST:

ATTEST:

Kelly L. Lepple

Kelly L. Lepple

APPROVED AS TO FORM:

John F. Corey, Corporation Counsel

Dated: _____, 2016